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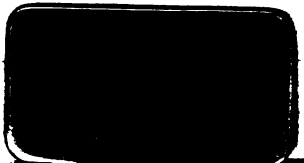
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The Postal Service

(Sixth Edition)

How to Enter It



THE CHIEF PUBLISHING COMPANY
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FOREWORD

No other branch of the Federal Government furnishes employment to so many men as the postal service, particularly that branch of it in which letter carriers and clerks are used. In every city vacancies occur frequently, by reason of death, resignation or transfer, and the prospects of employment are always good for intelligent young men of studious habits. To secure an appointment in the postal service, as in other fields of labor, one must prove his fitness for the job desired. Uncle Sam requires that this shall be done in an open competitive examination, and usually there are hundreds, in the large cities thousands, competing in the same examinations. Taking New York City as an example, the annual appointments to each position average between 200 to 300, while the eligible lists usually contain 1,000 to 1,500 each. From this it will be seen that only a small percentage stand any show of appointment. Those that do succeed are the men who took pains to prepare themselves for the test by a careful study of the subjects required. The purpose of this book is to help the candidate to "brush up," to direct him in self-improvement, and point the way by which any person of ordinary intelligence, willing to devote his leisure moments to study, can pass a good examination and get within striking distance on the eligible list.

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CHAPTER I.

WHAT IS REQUIRED OF CANDIDATES.

Clerks and carriers must be citizens of the United States, physically fit for the service and temperate. They must be more than 18 years of age and not more than 45, stand 5 feet 4 inches in height in bare feet and weigh not less than 125 pounds without overcoat and hat. Some applicants who know they are below the weight foolishly try to secrete about their person, beneath the soles of their feet, or in their hair weighty materials to make up the deficiency. Not one in a hundred ever succeeds in fooling the lynx-eyed examiners, but those who try, do succeed in getting themselves blackballed and are debarred from taking examinations in the future. Female applicants are not required to be of any specific height or weight. The age limits are waived in the cases of persons honorably discharged from the military or naval service by reason of disability resulting from wounds received or sickness incurred in the line of duty, but they are waived only for such persons as have been physically disabled in the way mentioned.

PHYSICAL CONDITIONS.

Eye glasses are permitted during the examination, but very serious defective sight is sufficient to cause rejection. As also are defective hearing, or speech; persons blind in

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one eye; one-armed, one-handed, or one-legged persons, or those having crippled arms or legs, or those suffering from asthma or hernia. Deaf mutes and persons with defective speech may, however, be appointed to the positions of mail clerk, distributor, and directing and forwarding clerk. Applicants also are excluded from examinations for any of the following reasons:

That he is, on the date of the examination, under the minimum or over the maximum age limitation.

That he has any of the following defects: Insanity, tuberculosis, paralysis, epilepsy, blindness, loss of both arms or both legs, loss of arm and leg, badly crippled or deformed hands, arms, feet, or legs, uncompensated valvular disease of the heart, locomotor ataxia, cancer, Bright's disease, diabetes, or is otherwise physically disqualified for the service which he seeks.

That he is addicted to the habitual use of intoxicating beverages to excess.

That he is enlisted in the United States Army or Navy and has not secured permission for his examination from the Secretary of War or the Secretary of the Navy, respectively. Written permission must be filed with the formal application.

That he has, within approximately one year, passed the same examination for which he again desires to apply. This restriction does not apply to persons who, having taken one annual examination, desire to take the next

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annual examination, although a full year may not have elapsed.

That he has been dismissed from the Federal service for delinquency or misconduct within one year preceding the date of his application. Whether or not an application will be accepted after the expiration of a year from a person dismissed from the service rests with the Commission, and each case of this character will be considered on its individual merits.

That he has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.

That he has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

That he has been discharged for desertion from the military or naval service of the United States under section 1998, Revised Statutes.

CLERKS AND CARRIERS ARE BONDED.

Each clerk and carrier when appointed to the service must furnish bonds in the sum of $1,000. In most first and second class cities there are surety companies that make a specialty of supplying such bonds for persons on entering the postal service. The charge, which is paid

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by the employee, is twenty-five cents per annum for a carrier and fifty cents for a clerk. In addition the carrier must furnish his own uniform and cap, which averages from $15.00 to $20.00 a year. The only other expense imposed upon a clerk is thirty-five cents for his badge, and this is returned to him when he leaves the service and surrenders the badge.

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CHAPTER II.

SALARIES AND OPPPORTUNITIES.

The salaries for postal clerk and carrier are the same throughout the Union. Starting in at $800 the first year, the man who is efficient and has a clean record is advanced to $900 at the beginning of the second year; the third year he goes to $1,000 and so on to the sixth year when he reaches the maximum for this branch of the service, $1,200. But there are opportunities beyond this to clerks of exceptionable ability, and to carriers, too, if they elect to be transferred to the clerical branch, as is evidenced in the brilliant career of Postmaster Morgan of New York. Transfers are permitted from carrier to clerk, or vice versa, after three or four years' service.

PROMOTION FOR GOOD CLERKS.

In cities having sub-stations, clerks are eligible to promotion to assistant superintendent, and then to superintendent, with salaries ranging from $1,300 to $2,500. They may also file applications with the postmaster through their station superintendent for transfer to another branch of the service, such as registry division. No other examination is necessary, the places there, as also on the windows, inquiry department, and on money order windows being given to clerks who show meritorious service. The only promotion examination given is to the money order

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division, which is not to be confused with positions at money order windows. Besides involving grave responsibilities the clerks in the money order division are subject only to day work and have no night shifts.

HOURS OF LABOR.

Employees in all branches of the federal government are required to work only eight hours a day. The hours, however, may not always be consecutive. Postal clerks, for instance, work usually in three shifts. The hours vary but the following day may be taken as an example, allowing one hour for meals:

First shift, 10 A. M., until 7 P. M., second shift, 4 P. M., until 1 A. M.; third shift, 12 midnight until 9 A. M. If clerks are required to work overtime they are given compensatory time or leaves of absence during the week corresponding to the number of hours overtime. This also applies to Sunday work.

Carriers are not allowed to work overtime and when they do "demerits" are registered against them. While a carrier is at the call of the government, so to speak, more hours in a day than is a clerk, his hours of actual duty are the same, eight. They have "swings," or periods of intermission, between deliveries when their time is their own and they are permitted to go where they please. Regular carriers make deliveries only, and are rarely, if ever, called upon to make collections.

Violations of the rules and inefficiency are punished by

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a system of "demerits" ranging from 1 to 500 according to the degree of the offense. "Demerits" in any considerable number naturally affect a man's advancement. Anything less than 500 is usually wiped out at the end of the year and the offender starts again with a clean slate. But if 500 or more is charged up against a man it remains a constant reminder of past shortcomings.

Clerks and carriers who resign from the service may be reinstated within one year, but, unless their absence was due to illness, they lose a grade. In other words, they must work a year for $100 less salary than they received at time of resignation. In case of illness employees must notify the postmaster through their superintendent, without delay. Salaries are paid the 1st and 16th of each month.

"SUBS."

"Subs," in the parlance of the postal service, are men taken from the regular eligible lists to act as substitute clerks and letter carriers. In every large office there is always a lot of emergency work due to sickness, or unusual demands. "Sub" clerks work on an average from six to nine months—the duration varies greatly in different offices —before receiving a permanent appointment, while "sub" carriers have to work from three to four years before they get a steady job. The collection of mail from street letter boxes is entrusted to "sub" carriers, regular carriers attending only to the delivery of mail. All "subs" receive

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forty cents per hour and their salary averages from $50 to $60 per month.

CARRIERS' MORAL RESPONSIBILITY.

Carriers are not allowed to put letters into their own pockets to carry them nor to throw away even the slightest piece of mail, however valueless and unimportant it may appear. He must return to the office everything that is undelivered, and after every trip must bring back his satchel and his key, and make his comprehensive written return in detail of the number and character of the pieces handled by him. Every piece of mail entrusted to him has its particular place and all must be arranged with system and order. He is forbidden under all circumstances to return to any person whatever letters deposited by them in the street mailing boxes from which he makes collections, but if the sender of the letter wishes it back, he must report to the postmaster through the head of his division, and the postmaster has exclusive discretion to return it to the writer.

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CHAPTER III.

WHERE AND HOW TO OBTAIN APPLICATION.

Examinations for the postal service usually are held in the fall, about the first Wednesday or Saturday in November of each year. Prospective applicants should write to the secretary of the civil service district in which they reside—a list of these will be found in the chapter under that heading—for the exact date and place of the mental test and the time when applications may be had. The blank, a copy of which is given elsewhere in this book, must be carefully and correctly filled and all questions must be answered. This requirement must not be overlooked, as to do so would mean the sending of the application back to the applicant for correction, thus causing loss of valuable time.

All answers must be written in ink, the application in the handwriting of the applicant and the vouchers in the handwriting of the signers. There must be no discrepancy in the name of the applicant in any part of the application or in the vouchers. For New York: Physical examinations take place after the mental examinations, and only when called for appointment.

To make this point clear, applicants must see that all names are signed alike in every part of the application. For instance: John Doe must be John Doe everywhere and not J. Doc in one place and John Doe elsewhere.

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Applications or vouchers which are executed or dated more than six months before the date of filing will not be accepted. After the blank is properly executed, it must be filed with the secretary of the local board of examiners. So far as possible file applications personally. If circumstances are such that the application must be mailed, register it and obtain a receipt for same. All applications must be sworn to before a Notary Public or Commissioner of Deeds.

Whenever extra examinations may become necessary, to meet the needs of the service, due announcement will be made of the dates and places of such examinations, and also of the time allowed for the filing of applications.

A person cannot at the same time be an applicant for or eligible from examination for more than one first-class post office for which examinations ordinarily are held annually in November. This restriction will not apply, however, when an examination is held for any of these offices on a date other than that of the regular annual examination.

A person who passes an examination can not be examined again for the same post office within approximately one year of the date of the examination he has passed. A person who fails in an examination may take the next examination regardless of the time intervening.

A request for a change in the designation of the position desired by an applicant must be made in writing and be received by the district secretary on or before the date set

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for the close of receipt of applications, otherwise no change will be made.

The postmaster is required to make selection for a vacancy from not more than the highest three names on the appropriate register, and for the next and any additional vacancies from not more than the highest three remaining which have not been within reach for three separate vacancies. The name of an eligible must have been within reach for three separate vacancies in a position before it may be passed over in making selection for appointment to that position.

When an eligible's name is borne on both the clerk and the carrier registers and has been three times certified (considered) for one of the two positions, but not selected, his name will not be further certified for that position, but his standing on the register for the other position will not be affected. Neither will declination of appointment when selected for one of the positions affect the eligible's standing on the register for the other position. Appointment to either position will remove the eligible's name from the registers for both positions.

An eligible who has been within reach for three separate vacancies in either the position of clerk or of carrier in his turn may subsequently be selected for the position subject to the approval of the Commission, from the certificate upon which his name last appeared, if the condition of the

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register has not so changed as to place him in other respects beyond reach of certification.

In the Post Office Service appointments are usually made to the position of substitute clerk or substitute carrier. Substitutes are promoted in the order of their original appointment to the first vacancies occuring in regular positions. Declination of appointment as substitute will remove the name of the eligible from the register from which selection was made, and it will not be restored for consideration in connection with appointment to a regular position only.

Auxiliary employees are paid for actual service at the rate of 30 cents an hour. They are required to work not less than two hours daily, and may serve as substitutes. They are eligible for appointment as clerks and carriers of the first grade.

All promotions of both clerks and carriers will be made at the beginning of the quarter following the expiration of the year's service in the next lower grade. No promotion will be made except upon evidence satisfactory to the Post Office Department of the efficiency and faithfulness of the employee during the preceding year. When a clerk or carrier fails of promotion because of unsatisfactory service, he may be promoted at the beginning of the second quarter thereafter, or of any subsequent quarter, upon evidence that his record has been satisfactory during the intervening period. Clerks and carriers of the highest grade are

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eligible for promotion to the higher positions in their respective offices.

Any male clerk in an office in which both clerks and city carriers are employed, is eligible for transfer to the position of city carrier, and any city carrier is eligible for transfer to the position of clerk. Male clerks and city carriers are also eligible for transfer to the position of rural carrier.

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CHAPTER IV.

OFFICES IN NEW YORK STATE.

Examinations for the first-class offices named below will be held on the first Wednesday or Saturday in November of each year, if the needs of the service so require. City delivery service has been established at these offices, and their forces includes both clerks and city carriers.

Albany, N. Y.	Elmira, N. Y.	Rochester, N. Y.
Binghamton, N. Y.	Jersey City, N. J.	Syracuse, N. Y.
Brooklyn, N. Y.	Newark, N. J.	Troy, N. Y.
Buffalo, N. Y.	New York, N. Y.	Utica, N. Y.

Blank forms of application for the November examinations may be obtained from the local secretary at the office where employment is desired, or from the secretary of the Second Civil Service District, custom house, New York City, between July 1 and October 1. Applications must be properly executed and filed with the district secretary at New York City between July 1 and the close of business on October 1.

For the following named offices the names of male eligibles are entered on only one register—namely, the "clerk" or the "carrier" register—and male applications for these offices must indicate in their applications whether they desire the position of "clerk" or of "carrier:"

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Albany, N. Y.
Auburn, N. Y.
Binghamton, N. Y.
Brooklyn, N. Y.
Buffalo, N. Y.
East Orange, N. J.
Elizabeth, N. J.
Elmira, N. Y.
Flushing, N. Y.
Hoboken, N. J.
Jamaica, N. Y.
Jersey City, N. J.
Long Island City, N. Y.
Newark, N. J.
New York, N. Y.
Orange, N. J.
Passaic, N. J.
Paterson, N. J.
Rochester, N. Y.
Schenectady, N. Y.
Syracuse, N. Y.
Troy, N. Y.
Utica, N. Y.
Yonkers, N. Y.

Examinations for the first and second-class offices in the following list will be held only when eligibles are needed, due announcement of which will be made, and application blanks will not be given out until the examinations are announced. City delivery service has been established at these offices, and their force includes both clerks and city carriers. Names of first-class offices are in italic type.

Albion, N. Y.
Amsterdam, N. Y.
Auburn, N. Y.
Baldwinsville, N. Y.
Ballston Spa, N. Y.
Batavia, N. Y.
Bath, N. Y.
Bayonne, N. J.
Bloomfield, N. J.
Boonton, N. J.
Brockport, N. Y.
Canajoharie, N. Y.
Canandaigua, N. Y.
Canastota, N. Y.

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Canton, N. Y.
Carthage, N. Y.
Catskill, N. Y.
Cohoes, N. Y.
Cooperstown, N. Y.
Corning, N. Y.
Cortlandt, N. Y.
Cranford, N. J.
Dansville, N. Y.
Deposit, N. Y.
Dover, N. J.
Dunkirk, N. Y.
East Aurora, N. Y.
East Orange, N. J.
Elizabeth, N. J.
Ellenville, N. Y.
Englewood, N. J.
Far Rockaway, N. Y.
Fishkill-on-Hudson, N. Y.
Flushing, N. Y.
Fort Plain, N. Y.
Fredonia, N. Y.
Freeport, N. Y.
Fulton, N. Y.
Geneva, N. Y.
Glen Falls, N. Y.
Gloversville, N. Y.
Goshen, N. Y.
Gouverneur, N. Y.
Hackensack, N. J.
Haverstraw, N. Y.
Hempstead, N. Y.
Herkimer, N. Y.
Hoboken, N. J.
Hoosick Falls, N. Y.
Hornell, N. Y.
Hudson, N. Y.
Hudson Falls, N. Y.
Ilion, N. Y.
Irvington, N. Y.
Ithaca, N. Y.
Jamaica, N. Y.
Jamestown, N. Y.
Johnstown, N. Y.
Kingston, N. Y.
LeRoy, N. Y.
Lestershire, N. Y.
Liberty, N. Y.
Little Falls, N. Y.
Lockport, N. Y.
Long Island City, N. Y.
Lowville, N. Y.
Lyons, N. Y.
Madison, N. J.
Malone, N. Y.
Mamaroneck, N. Y.

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Mechanicsville, N. Y.
Medina, N. Y.
Middletown, N. Y.
Montclair, N. J.
Morristown, N. J.
Mount Vernon, N. Y.
Newark, N. Y.
New Brighton, N. Y.
Newbury, N. Y.
New Rochelle, N. Y.
Newton, N. J.
Niagara Falls, N. Y.
Northport, N. Y.
North Tonowanda, N. Y.
Norwich, N. Y.
Nyack, N. Y.
Ogdensburg, N. Y.
Olean, N. Y.
Oneida, N. Y.
Oneonta, N. Y.
Orange, N. J.
Ossining, N. Y.
Oswego, N. Y.
Owego, N. Y.
Palmyra, N. Y.
Passaic, N. J.
Patchogue, N. Y.
Paterson, N. J.
Peekskill, N. Y.
Penn Yan, N. Y.
Plainfield, N. J.
Plattsburg, N. Y.
Port Chester, N. Y.
Port Jervis, N. Y.
Port Richmond, N. Y.
Potsdam, N. Y.
Poughkeepsie, N. Y.
Rahway, N. J.
Rensselaer, N. Y.
Ridgewood, N. J.
Rockville Center, N. Y.
Rome, N. Y.
Rosebank, N. Y.
Rutherford, N. J.
Salamanca, N. Y.
Saranac Lake, N. Y.
Saratoga Springs, N. Y.
Saugerties, N. Y.
Schenectady, N. Y.
Seneca Falls, N. Y.
Silver Creek, N. Y.
South Orange, N. J.
Stapleton, N. Y.
Summit, N. J.
Tarrytown, N. Y.
Tompkinsville, N. Y.

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Tonawanda, N. Y.	*Weehawken, N. J.*
Walden, N. Y.	Wellsville, N. Y.
Walton, N. Y.	Westfield, N. J.
Watertown, N. Y.	Westfield, N. Y.
Watervliet, N. Y.	*West Hoboken, N. J.*
Watkins, N. Y.	West New Brighton, N.Y.
Waverly, N. Y.	*White Plains, N. Y.*

Yonkers, N. Y.

Candidates for New York City and vicinity will find a Notary Public and a staff of Civil Service experts at the office of THE CHIEF during business hours, who will enlighten the candidates on any doubtful point; or they may obtain information and assistance at The Chief Civil Service School, Rooms 230 to 234 (2nd floor), No. 5 Beekman Street, any day between 10 A. M. and 10 P. M.

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CHAPTER V.

APPLICATION FOR EXAMINATION.

Note:—The Applicant must carefully fill ALL blanks below to the heavy line. Failure to do so may prevent examination.

Kind of examination?

Branch of service?

Place of examination?

Is your name now on any register as a result of examination by this commission?

If so, state kind, date, and place of examination and average percentage attained?

Name in full?

(The address given below will be treated as the applicant's post-office address until notice, in writing, of any change is received.)

Number and street?

City, town or post-office?

County?

State?

(The applicant will NOT fill the following blanks.)

Place of examination?

Date of examination?

Age?

Application filed in complete form?

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Approved by?
Admission card mailed?
Preference claim, § 1754 R. S., ... allowed on ..... File .....
Notified of standing?
Entered on register?

Notice to Applicants.—Any false statement in an application, or alteration of a voucher or certificate, or presentation to the Commission of any such paper, is a violation of the law and punishable as such.

N. B.—This form must be carefully and correctly executed. *All questions* must be answered in ink, the application in the handwriting of the applicant, and the vouchers in the handwriting of the signers thereof. There must be no discrepancy in the name of the applicant in any part of the form or in the vouchers. Applications which are executed or dated more than six months before the date of filing will not be accepted.

After this form is properly executed it should be filed with the District Secretary in accordance with the Instructions to Applicants or the newspaper announcement.

To the United States Civil Serice Commission, Washington, D. C.:

I, the undersigned, hereby apply to be admitted to the examination named below, intending to accept appointment if selected.

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QUESTIONS.

Before answering questions 1 and 2 read carefully the information as to the different grade examinations in Form 1372, Instructions to Applicants.

1. (a) State kind of examination desired (such as Post Office, First Grade, Second Grade, Third Grade, or Stenographer and Typewriter.)

(b) If for Post-Office Examination specify here "Post-Office Clerk," "Post-Office Carrier," or "Clerk-Carrier."

(c) Place of examination.

2. (This question not to be answered by applicants for the Post-Office service.)

Are there any branches of the field service to which you do not desire appointment? (If so, specify each branch in which you would not accept appointment if selected.)

3. Are you a citizen of the United States? Answer must be "Yes" or "No." If a naturalized citizen, your certificate of naturalization, or the certificate of naturalization of one of your parents (if such parent was naturalized while you were a minor), with sworn statements, on Form 44, of two disinterested citizens as to the reputed relationship, must be forwarded with the application. The certificate will be returned to you.

4. (a) Where were you born?

Give city, or county, and State. If foreign born, give country.

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(b) What was the month, day of month, and year of your birth?

(c) What was your age on your LAST birthday?

5. (a) Of what State or Territory are you an actual, bona fide resident?

(b) How long have you been such resident thereof?

(c) Of what town or city and county or parish are you such resident?

(d) How long have you been such resident thereof?

6. (a) Are you now married? Answer "Yes" or "No." If applicant is a married woman, she should indicate whether she lives with and is supported by her husband.

(b) Have you ever been married? Answer "Yes" or "No."

7. Are any members of your family or relatives (either blood or by marriage) in the U. S. Government service? Answer "Yes" or "No." If so furnish the information required below in regard to all such relatives.

8. (a) Have you ever been indicted for, or convicted of any crime or misdemeanor or arrested upon any charge? Answer "Yes" or "No." (If you have ever been indicted, convicted, or arrested, name the alleged offense, and inclose herewith an abstraction from the court proceedings sufficient to show the essential action taken; and also furnish a statement from the trial judge or other court officer, showing the surrounding circumstances and your reputation.)

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(b) Does your answer to question 8 (a) cover all cases of crime or misdemeanor in which you may have been indicted, convicted, or arrested? Answer "Yes" or "No." (Abstract of proceedings in each case is required.)

9. (a) Have you ever been barred for examination by this Commission? Answer "Yes" or "No."

(b) If so, state when and for what reason.

(c) Give the date, place and kind of examination for which you applied and in connection with which you were barred.

10. (a) Have you any other application on file for a position in any branch of the classified service? Answer "Yes" or "No."

(b) If so, for what position, for what service, and in what city?

11. Have you ever been examined by this Commission for any branch of the U. S. Government service?

12. Were you ever in the U. S. military or naval service?

13. Dates of enlistment and discharge from U. S. military or naval service.

14. Were you ever in the civil branch of the U. S. service?

15. State fully the extent of your education, the kinds of schools or institutions you have attended, and the course or courses of study you have pursued, either personally or by correspondence. State also the number of school years

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and approximate dates of attendance at each school or institution.

16. The applicant should furnish here a complete comprehensive statement, showing every kind of occupation he has followed since he first began work, including when and where he was employed; the addresses of the different employers; the length of time he was employed by each, with dates; the salary paid him by each; and the exact nature of all the work which he performed for each. It is intended that this statement shall be a complete history of all experience the applicant has had in any occupation. If you are now employed in the public service give the designation under which you are employed and the department or office, and state fully the nature of your present duties and the length of time you have been so assigned. (If more space is required, use blank paper, numbering your answer to correspond with the number of the question.)

17. Give the name and address of five persons, preferably employers, who have knowledge of your character, experience, and ability. (The persons named should be in addition to those who sign the vouchers for the applicant.)

18. (a) What is your present occupation?

(b) By whom employed? (Give name and address).

(c) What is your present annual salary?

19. What experience have you had as stenographer and typewriter or typewriter only?

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20. Do you speak any foreign language? If so, what languages and to what extent?

21. Have you had any experience as a translator. If so, in what languages and to what extent?

A list of physical disqualifications which would debar applicants from examination will be found in the pamphlet of instructions to applicants.

22. Physical qualifications and health record.—Applicants for the Post Office service are informed that before appointment they will be required to furnish on a prescribed form a certificate of physical examination from a physician in good standing. If the essential statements made herein are not verified by such certificate, or if it disclose any physical unfitness for the service, the applicant will not receive appointment.

Both male and female applicants will answer each of the following questions: Weight in ordinary clothing without overcoat and hat, ... lbs.; exact height in bare feet, ... feet ..... inches. Is your name borne on the United States pension rolls?....If so, for what disability?.....Have you any of the following disabilities? (Answer "Yes" or "No" to each inquiry; in case answer is "Yes," describe fully under question 23.) Sore eyes or any defects of vision.....; any defect of hearing, ...; any defect of speech,.....; any injury, deformity, or defect of hand, arm, foot, or leg,....; flat foot, ...; tuberculosis in any form, ...; asthma

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or shortness of breath,.....; any chest, lung, throat, or nasal disease,.....; any skin eruption,.....; tumors, sores, ulcers, enlarged veins,.....; rheumatism,.....; paralysis,.....; piles,.....; rupture,.....; difficult urination; immoderate flow of urine; bladder or kidney disease,.....; any disease or infirmity not referred to herein,..... Are you subject to headache—severe, protracted, frequent,.....; to convulsions or fits,.....; nervous exhaustion or mental derangement,.....; palpitation or any disease of the heart,.....; dyspepsia.....; any deficiency or weakness of abdominal walls due to wound, operation, or congenital,.....; any symptoms of disease or disability not referred to herein,..... Do you wear glasses?.....

23. Describe fully here all disabilities, defects, or infirmities which you now have or may have had in the past.

24. Do you use intoxicating beverages? If so, to what extent? Answer fully.

25. Are the answers to each and all of the foregoing questions full and complete and in your own handwriting?

26. Are the answers to each and all of the foregoing questions true to the best of your knowledge and belief? (Answers "Yes" or "No."

(Signature of applicant.) If female, prefix "Miss" or "Mrs."

Note.—Your name and post-office address must be

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given in the space therefor on the back of this blank. Failure to do so may prevent your examination.

This application will not be accepted if the Jurat or Oath, or the vouchers are omitted.

JURAT OR OATH.

(The following oath may be taken at any place in the United States most convenient to applicant, before any Notary Public or other officer authorized to administer oaths for general purposes, and before whom the applicant must appear in person. The officer's signature must be authenticated by official (impression) seal. If the oath be taken before a justice of the peace or other officer who has not such seal, his official character must be certified by the clerk of court, secretary of state, or other proper officer, under official seal.)

Subscribed and sworn to before me by the above-named applicant, this..... day of....., 191 , at ....., county of....., and State (or Territory or District) of.....

(Signature of officer.).....

(Official impression seal.)

(Official title.) .....

The official seal must not be omitted.

The applicant must not fill up or sign either of these vouchers.

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VOUCHERS.

Every applicant for examination must furnish vouchers from two citizens of the United States, who must be at least 21 years of age, and must have known the applicant for six months or more. Vouchers will not be accepted from the father, mother, sister, brother, husband, wife, or child of the applicant, and not more than one voucher will be accepted from relatives of more remote degree. "Do not know" will not be accepted as answer to any question.

No recommendations other than those provided for hereon will be accepted by the Commission.

VOUCHER NO. 1.

All answers made by vouchers must be in ink and in their own handwriting.

I hereby certify that I am over 21 years of age; that I am a citizen of the United States; that my occupation is .....; that for..... years I have personally known....., the applicant named above; that I have read the foregoing application and believe the answers therein made to be true; and that the answers to the following questions with respect to the applicant are in my own handwriting and are true to the best of my knowledge and belief:

1. Are you related to the applicant? If so, state the relationship.

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2. Is the applicant a person of sober and industrious habits?

3. Is the applicant a person of good moral character and of good repute?

4. Is the applicant trustworthy and would you yourself trust the applicant with employment requiring undoubted honesty?

5. Are you aware of any physical ailment, disease, defect, or anything else that would tend to disqualify the applicant for the public service?

Date,....., 191

(Signature of the voucher.).....

(P. O. address.).....

VOUCHER NO. 2.

All answers made by vouchers must be in ink and in their own handwriting.

I hereby certify that I am over 21 years of age; and am a citizen of the United States; that my occupation is.... .....; that for.....years I have personally known ....., the applicant named above; that I have read the foregoing application and believe the answers therein made to be true; and that the answers to the following questions with respect to the applicant are in my own handwriting and are true to the best of my knowledge and belief:

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1. Are you related to the applicant? If so, state the relationship.

2. Is the applicant a person of sober and industrious habits?

3. Is the applicant a person of good moral character and of good repute?

4. Is the applicant trustworthy and would you yourself trust the applicant with employment requiring undoubted honesty?

5. Are you aware of any physical ailment, disease, defect, or anything else that would tend to disqualify the applicant for the public service?

Date,....., 191

(Signature of the voucher.) .....

(P. O. address.) .....

MEDICAL CERTIFICATE.

This certificate is required of all applicants for the Subclerical Examination, and only for other examinations when required by the published notice.

N. B.—The examining physician is requested to read this certificate carefully before beginning the examination and to note the applicant's answers to questions 22 and 23 of this application. All entries upon this certificate must be made in ink.

If erasures or corrections be made in answer to ques-

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tions contained in "Medical .Certificate," or in date of same, certificate must be made on the margin by the physician showing such corrections. All physicial defects must be fully described opposite the question or under the last heading (25). "R," right; "L," left. Under heading 5 use terms poor, fair, average, good, or excellent.

If used for the post office service questions 1, 2, 13, 21, and the parenthetical part of question 17 may be omitted in the case of female applicants.

1. Exact weight, in ordinary clothing, without overcoat or hat.....pounds.

(The physician himself must weigh the applicant,)

2. Exact height without boots or shoes.....feet,.. .....inches.

(The physician must himself measure the applicant.)

3. Girth, (waist at level of umbilicus).....inches.

4. Girth (thorax at level of fourth rib).

At rest.....inches.

At full inspiration.....inches.

At full expiration.....inches.

5. Degree of robustness.....

6. Vision: (Test both eyes for both near and distant vision, using, if possible, Snellen's test types.)

Is the applicant's sight defective; if so, to what extent?

Is the applicant color blind?

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Does the applicant wear glasses?

If sight is defective, is it corrected by the use of glasses?

7. Hearing: R. ear, Ticking of watch.....feet. L. ear,..... feet.

Ordinary conversation, R. ear,.....feet, L. ear,.. .....feet.

If hearing is defective, state to what extent.

8. Has the applicant any defect of speech? If so, describe it.

9. Thorax (shape, depth, etc.)

10. Nasal fossæ.

11. Mouth and pharynx (teeth, tonsils, etc.)

12. Has the applicant any curvature of spine?

If so, give extent and cause.

13. Limbs (defects, deformity, varicose veins, ulcers, etc.)

14. Is there evidence of disease, or of abnormal functions, of the cerebro-spinal or sympathetic nervous system?

15. Pulmonary sounds produced:

(a) By auscultation

(b) By percussion

Rules, if any.

16. Are there any indications of disease or of derangement of function of the organs of respiration or their appendages? Describe fully.

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17. Pulse:

When sitting: beats per min.....; character....
When standing: beats per min.....; character....
After testing agility: beats per min.....; character....
(Hop on one foot a distance of 12 feet.)
Cardiac condition shown (murmurs, rhythm, etc.):

(a) On palpation.
(b) On percussion.
(c) On auscultation.

18. Has he been successfully vaccinated within the past five years?

19. Are there any indications of disease of the heart or of blood vessels? Describe fully.

If valvular disease of heart, is it fully compensated?

20. Are there evidences of disease of the digestive system or of any of the abdominal organs? Describe fully.

21. Has the applicant rheumatism, gout, chronic catarrh of any organ, disease or defect of any of the organs of special sense, hernia, any deficiency or weakness of abdominal wall due to wound or operation or congenital, varicocele, sarcocele, hydrocele, hemorrhoids, fistula in ano, enlarged lymphatic glands or other tumor, any genito-urinary disease, or any cutaneous disease, or any evidence of having had venereal disease? State which and describe fully.

22. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, or any ten-

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dency to disease or disability which is likely to unfit him for the performance of the work of the position which he seeks?

23. Are there indications that the applicant uses intoxicating beverages, tobacco, or narcotics in any form, and if so, to what extent?

24. Has the applicant flat foot? (The applicant should be required to raise his weight several times on his toes and to jump as far as possible, alighting on his toes.)

25. Give here a supplemental and complete description of every abnormality, disease, or physical defect, past or present: (If applicant has valvular disease of the heart, state whether the disease is compensated.)

This space to be filled in by the applicant in his own handwriting, in the presence of the physician.

(*Signature of applicant.*) .....

I CERTIFY that I have made a through examination of and personally weighed and measured the above-named applicant, that each and all of the above answers are in my own handwriting and are true, and that the applicant wrote his signature, just above, in my presence.

(*Signature of physician.*) .....

(*P. O. address of physician.*).....

Date, ..., 191

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QUESTIONS & ANSWERS.

APPLICATION FOR EXAMINATION

NOTE.—The Applicant must carefully fill ALL blanks below to the heavy line. Failure to do so may prevent examination.

Kind of examination, Post Office.

Branch of service, Letter Carrier.

Place of examination, New York.

Is your name now on any register as a result of examination by this Commission? No.

If so, state kind, date, and place of examination and average percentage attained,

Name in full, John Doe.

(First name in full; middle initial or initials, if any, and surname in full.

(If a woman, prefix Miss or Mrs.)

(The address given below will be treated as the applicant's postoffice address until notice, in writing, of any change is received.)

Number and street, 1000 W. 23rd St.

City, town, or post office, New York.

County, New York.

State, New York.

Notice to Applicants.—Any false statement in an application, or alteration of a voucher or certificate, or presen-

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tation to the Commission of any such paper, is a violation of the law and punishable as such.

N. B.—This form must be carefully and correctly executed. All questions must be answered in ink, the application in the handwriting of the applicant, and the vouchers in the handwriting of the signers thereof. There must be no discrepancy in the name of the applicant in any part of the form or in the vouchers. Applications which are executed or dated more than six months before the date of filing will not be accepted.

After this form is properly executed it should be filed with the District Secretary in accordance with the Instructions to Applicants or the newspaper announcement.

To the United States Civil Service Commission, Washington, D. C.:

I, the undersigned, hereby apply to be admitted to the examination named below, intending to accept appointment if selected.

Before answering questions 1 and 2 read carefully the information as to the different grade of examinations in Form 1372, Instructions to Applicants.

Q. 1. (a) State kind of examination desired (such as Post Office, First Grade, Second Grade, Third Grade, or Stenographer and Typewriter.) A. Post-Office.

Q. (b) If for Post-Office Examination specify here

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"Post-Office Clerk," "Post-Office Carrier," or "Clerk-Carrier." A. Letter Carrier.

Q. (c) Place of examination. A. New York.

(Applicants for the Post-Office service should here indicate the city in which employment is desired.)

Q. 2. (This question not to be answered by applicants for the Post Office service.) Are there any branches of the field service to which you do not desire appointment? (If so, specify each branch in which you would not accept appointment if selected.)

Eligibles will be certified for appointment to positions in all branches of the field service covered by the examination taken, as vacancies occur, except for the branches named in answer to this question.

Q. 3. Are you a citizen of the United States? Answer must be "Yes" or "No." If a naturalized citizen, your certificate of naturalization, or the certificate of naturalization of one of your parents (if such parent was naturalized while you were a minor), with sworn statements, on Form 44, of two disinterested citizens as to the reputed relationship, must be forwarded with the application. The certificate will be returned to you. A. Yes.

Q. 4. (a) Where were you born? (Give city, or county, and State. If foreign born, give country.) A. New York, N. Y.

Q. (b) What was the month, day of month, and year of your birth? A. July 1st, 1896.

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Q. (c) What was your age on your LAST birthday? A. 18 years.

(Answers to (b) and (c) must be consistent.)

Q. 5. (a) Of what State or Territory are you an actual, bona fide resident? A. - New York.

Q. (b) How long have you been such resident thereof? A. Since July, 1, 1896. (Month, day and year.)

Q. (c) Of what town or city and country or parish are you such resident? A. New York.

Q. (d) How long have you been such resident thereof? A. Since 18 years.

Q. 6. (a) Are you now married? Answer "Yes" or "No." If applicant is a married woman, she should indicate whether she lives with and is supported by her husband. A. No.

Q. Have you ever been married? Answer "Yes" or "No."

Q. 7. Are any members of your family or relatives (either blood or by marriage) in the U. S. Government service? Answer "Yes" or "No." If so furnish the information required below in regard to all such relatives. A. No.

Q. 8. (a) Have you ever been indicted for, or convicted of, any crime or misdemeanor or arrested upon any charge? Answer "Yes" or "No." (If you have ever been indicted, convicted, or arrested, name the alleged

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offense, and inclose herewith an abstract from the court proceedings sufficient to show the essential action taken; and also furnish a statement from the trial judge or other court officer, showing the surrounding circumstances and your reputation.) A. No.

Q. (b) Does your answer to question 8 (a) cover all cases of crime or misdemeanor in which you may have been indicted, convicted, or arrested? Answer "Yes" or "No." (Abstract of proceedings in each case is required.) A. Yes.

Q. 9. (a) Have you ever been barred from examination by this Commission? Answer "Yes" or "No." A. No.

Q. (b) If so, state when and for what reason.

Q. (c) Give the date, place, and kind of examination for which you applied and in connection with which you were barred.

Q. 10. (a) Have you any other application on file for a position in any branch of the classified service? Answer "Yes" or "No." A. No.

Q. (b) If so, for what position, for what service, and in what city?

Q. 11. Have you ever been examined by this Commission for any branch of the U. S. Government service? A. No.

Q. 12. Were you ever in the U. S. military or naval service? A. No.

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Q. 13. Dates of enlistment and discharge from U. S. military or naval service. Enlisted. Discharged.

Q. 14. Were you ever in the civil branch of the U. S. service? A. No.

Q. 15. State fully the extent of your education, the kinds of schools or institutions you have attended, and the course or courses of study you have pursued, either personally or by correspondence. State also the number of school years and approximate dates of attendance at each school or institution. A. Public Schools of New York, 1903 to 1910.

Q. 16. The applicant should furnish here a complete comprehensive statement, showing every kind of occupation he has followed since he first began work, including when and where he was so employed; the addresses of the different employers; the length of time he was employed by each, with date; the salary paid him by each; and the exact nature of all the work which he performed for each. It is intended that this statement shall be a complete history of all experience the applicant has had in any ocupation. If you are now employed in the public service give the designation under which you are employed and the department or office, and state fully the nature of your present duties and the length of time you have been so assigned. (If more space is required, use blank paper, numbering your answer to correspond with the number of the question.) A. 1910 to 1912, Errand boy, James

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Smith & Co., 3 Battery Place, N. Y. City. 1912 to 1914, Clerk with same firm.

17. Give the names and addresses of five persons, preferably employers, who have knowledge of your character, experience, and ability. (The persons named should be in addition to those who sign the vouchers for the applicant.)

(1) Thos. Brown, 3 Battery Place.
(2) Chas. Smith, 70 West 100th St.
(3) Henry Jones, 100 E. 40th St.
(4) Thos. Williams, 271 Broadway.
(5) Harry Post, 1611 Broadway.

Q. 18. (a) What is your present occupation? A. Clerk.

Q. (b) By whom employed? (Give name and address.) A. Jas. Smith & Co., 3 Battery Place.

Q. (c) What is your present annual salary? A. $800.

Q. 19. What experience have you had as stenographer and typewriter or typewriter only? A. None.

Q. 20. Do you speak any foreign languages? If so, what languages and to what extent? A. No.

Q. 21. Have you had any experience as a translator? If so, in what languages and to what extent? A. No.

A list of the physical disqualifications which would debar applicants from examination will be found in the pamphlet of instructions to applicants.

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Q. 22. Physical qualifications and health record.—Applicants for the Post Office service are informed that before appointment they will be required to furnish on a prescribed form a certificate of physical examination form a physician in good standing. If the essential statements made are not verified by such certificate, or if it discloses any physical unfitness for the service, the applicant will not receive appointment.

Both male and female applicants will answer each of the following questions: Weight in ordinary clothing without overcoat and hat, 130 lbs.; exact height in bare feet, 5 feet 5 inches. Q. Is your name borne on the United States pension rolls? A. No. Q. If so, for what disability? Q. Have you any of the following disabilities? (Answer "Yes" or "No." to each inquiry; in case answer is "Yes," describe fully under question 23.) Sore eyes or any defects of vision, No; any defect of hearing, No; any defect of speech, No; any injury, deformity, or defect of hand, arm, foot, or leg, No; flat foot, No; tuberculosis in any form, No; asthma or shortness of breath, No; any chest, lung, throat, mouth, or nasal disease, No; any skin eruption, No; tumors, sores, ulcers, enlarged veins, No; rheumatism, No; paralysis, No; piles, No; rupture, No; difficult urination; immoderate flow of urine; bladder or kidney disease, No; *any disease or infirmity not referred to herein,* No; Are you subject to headache—severe, protracted, or frequent, No; to convulsions or fits, No; nervous

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exhaustion or mental derangement, No; palpitation or any disease of the heart, No; dyspepsia, No; any deficiency or weakness of abdominal walls due to wound, operation, or congenital, No; *any symptoms of disease or disability not referred to herein,* No. Q. Do you wear glasses? Occasionally.

Q. 23. Describe fully here all disabilities, defects, or infirmities which you now have or may have had in the past. A. None.

Q. 24. Do you use intoxicating beverages? If so, to what extent? Answer fully. A. No. Q. Do you use tobacco? A. No. Q. Do you use morphine or opium? A. No.

Q. 25. Are the answers to each and all of the foregoing questions full and complete and in your own handwriting? A. Yes.

Q. 26. Are the answers to each and all of the foregoing questions true to the best of your knowledge and belief? (Answer "Yes" or "No.") A. Yes.

If female, prefix "Miss" or "Mrs."

(*Signature of applicant,*) John Doe

(Sign your first name in full, your middle initial or initials, if you have any, and your surname in full.)

NOTE.—Your name and post-office address must be given in the space therefor on the back of this blank. Failure to do so may prevent your examination.

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THIS APPLICATION WILL NOT BE ACCEPTED IF THE JURAT OR OATH, OR THE VOUCHERS ARE OMITTED.

JURAT OR OATH.

[The following oath may be taken at any place in the United States most convenient to applicant, before any NOTARY PUBLIC or other officer authorized to administer oaths for general purposes, *and before whom the applicant must appear in person.* THE OFFICER'S SIGNATURE MUST BE AUTHENTICATED BY OFFICIAL (IMPRESSION) SEAL. If the oath be taken before a justice of the peace or other officer who has not such seal, his official character must be certified by the clerk of court, secretary of state, or other proper officer, under official seal.]

Subscribed and sworn to before me by the above-named applicant, this .....day of..... ....., 191 , at ....., county of ....., and State [or Territory or District] of.....

(*Signature of officer.*).....

[OFFICIAL IMPRESSION SEAL.]

(*Official title.*).....

☞The official seal must not be omitted.

NOTE:—In answering question 3, if you were not born in this country you must file with your application your

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second or final naturalization papers or those of your father's; in the latter case, a blank form will be sent you for the purpose of having at least two citizens swear that you are the son of the man whose papers you have filed with your application.

In answering question 8, if you have ever been arrested, don't deny it but secure from the Court which handled your case a transcript of the disposition of the case and file that with your application.

DON'T WRITE AN ANSWER TO ANY QUESTION UNTIL YOU HAVE THOROUGHLY UNDERSTOOD ITS MEANING.

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CHAPTER VI.

THE EDUCATIONAL TEST.

Subjects and Weights and Specimens of Previous Questions Asked.

Examinations for the Postal Service are of the second grade. Any person with a common school education should have no trouble in passing them. The average candidate, however, has been some years out of school and is very apt to be what we call "rusty." In other words, to have forgotten much that he was taught at school concerning the subjects required. The wise thing for him to do, when he has made up his mind to take the examination, no matter whether the date of it is one month or six months away, the longer the better, is to improve his knowledge of each subject as much and as far as is possible. He must not content himself with just getting on the list, many of which are cancelled while yet there remain many names not reached for appointment, but do his utmost to win the highest possible rating.

The government service to-day particularly the postal branch, is no place for indifferent, sluggish, or inefficient men. Though 70 per cent. is the passing mark to obtain a place on the list, it is a poor recommendation of a man's intelligence and efficiency, or of his possible growth in these attainments. And really there is no excuse for

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a man who can read and write getting so low a percentage. It shows more or less convincingly, that he was not diligent, that there was little or no earnestness in his purpose, and the average postmaster will not be over-eager to find a place for him.

The questions in each subject are simple, and any man of ordinary education can, unaided by outside instructors, fit himself to obtain 90 per cent. with ease. A few simple text books, and steady, pains-taking study during leisure hours are all that are necessary. A postal card to THE CHIEF will promptly bring to you a list of books covering each subject, each book prepared by an expert on civil service.

Applicants are notified of the date and place of an examination at least two weeks in advance of the time set.

SUBJECT OF EXAMINATION.

The table given below indicates the subjects of the examination and the weights given to each:

		Weights.
1.	Spelling	15
2.	Arithmetic	20
3.	Letter Writing	20
4.	Penmanship	20
5.	Copying from plain copy	15
6.	Reading Addresses	10
	Total	100

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The following are specimen questions given at a previous examination.

FIRST SUBJECT—SPELLING.

Twenty words are dictated by the examiner. Each word is pronounced and its definition given. The competitor is required to write only the words and not their definitions, and to write them in the blank spaces on the first sheet of the examination paper. All words should be commenced with capital letters.

Opponent: One who opposes; as, a political opponent.

President: The Chief Executive of the United States.

Conqueror: One who conquers.

Wholesome: Healthful; as, wholesome food.

Achieve: To gain; as, to achieve success.

Tranquil: Quiet or peaceful.

Detach: To separate or remove; as, to detach a leaf from a book.

Expensive: Very costly.

Decease: Death; as, a person's decease.

Noticeable: Worthy of notice; as, a noticeable occasion.

Suspicious: Exciting suspicion; as, a suspicious circumstance.

Terrace: A raised bank of earth.

Rapping: Making a number of quick blows.

Language: The speech of a people; as, the English language.

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Schedule: A list or inventory; as, a schedule of prices.
Tying: Binding or fastening with a cord.
Vulgar: Low or mean.
Course: A way or track; as, a race course.
Salary: A stated allowance paid for services.
Chicago: A city in the United States.

SECOND SUBJECT—ARITHMETIC.

In solving problems the processes should be not merely indicated, but all the figures necessary in solving each problem should be given in full. The answer to each problem should be indicated by writing "Ans." after it.

1. Add the following, and from the sum subtract 32,885,696 (here will be given a short column of figures).

2. Multiply 7 2-25ths by 36.8, and divide the product by 1.92. Solve by decimals.

3. A carrier can assort 43 letters or 37 papers in a minute. At this rate, how many hours will it take him to assort 3,655 letters and 185 pounds of papers averaging 7 papers to the pound?

4. A lot which was 53 feet wide and 150 feet long sold for $8,347.50, which was one-fourth more than it cost. What was the cost per square foot?

5. In a certain mail there are 294 pounds 14 ounces of newspapers weighing at the rate of 3 papers to every 7 ounces. How many papers are there in the mail. 16 ounces equal one pound.

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PROBLEMS IN EARLIER EXAMINATIONS.

If a railroad car runs 41½ miles per hour, how far would it go in 12 days running 10½ hours per day?

If paper is worth 40 cents per pound, what is the cost of one sheet of paper weighing six pounds to the ream? (480 sheets equals one ream).

An office uses 98 pounds of twine per year in tying packages. Allowing 178 yards to the pound, how many packages are tied if each requires an average of 1½ feet?

Multiply 696.6 by 785.09 and divide the product by 25.

A carrier makes 4 trips a day, carrying 64 letters and 32 papers each trip. The letters average in weight ¼ oz. each, and papers 2 oz. each. How many pounds of mail does he deliver in a day? (16 oz. to the pound.)

Multiply 26.32 by 3, and to the product add 2.04.

Three gross of lead pencils are divided equally among the clerks in a post office, giving to each clerk eleven and leaving a remainder of fourteen pencils. How many clerks are there in the office.

THIRD SUBJECT—LETTER WRITING.

The competitor is given his choice of one of two subjects on which to write a letter of not less than 125 words. One year the subjects were on the advantages of city and of country life. At another time the candidates were required to tell what they thought of our colonial expansion in Porto Rico and Philippines. In a recent test one of the

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subjects was "Give your views as to the advantages derived from free public libraries in the principal cities of your State." The object of this exercise is to test the candidate's skill in writing an intelligent letter. Errors in form and address, in spelling, capitalization, punctuation, syntax and style, count against the competitor. The rules for rating will be found under a separate chapter.

FOURTH SUBJECT—PENMANSHIP.

The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the subject of copying from plain copy. No particular style of penmanship is preferred.

FIFTH SUBJECT—COPYING FROM PLAIN COPY.

Candidates are required to make an exact copy of a piece of composition. All omissions and mistakes, change of paragraphs, spelling, capitals and punctuation, count against the competitor. The following was given in a previous examination:

No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be received, filed or considered by the Commission, by any board of examiners, or by any nominating or appointing officer. In making removals or reductions or in imposing punishment for

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delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereupon shall be taken irrespective of the political or religious opinions or affiliations of the offenders. A person holding a position on the date said position is classified under the civil service act shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said act.

SIXTH SUBJECT—READING ADDRESSES.

This exercise consists of the reading of a number of written addresses, which are photolithographed on one sheet. A second sheet is furnished, which contains the same addresses, these addresses being printed and containing errors of omission, substitution or insertion. The competitor is required to indicate the errors in each printed address by underscoring with a pencil thus, ——, any portion of a printed address which is not a correct copy of the written address, and by a caret, thus ∧, any omitted words, figures or initials. Words abbreviated in the written address, but printed in full in the printed address, are regarded as correct, if the correct words are printed. Differences in punctuating or capitalization are not regarded as errors. The time allowed will be limited, and the rating will be determined on accuracy only.

The following are illustrations of the method which should be pursued in indicating errors.

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The following are illustrations of the method which should be pursued in indicating errors:

WRITTEN ADDRESS—CORRECT

Thos. H. Martin
Foreman, City Water Works
High Rock,
Grand Forks,
N Dak

PRINTED ADDRESS—WITH ERRORS NOTED

Theodore M, Martin Foreman ∧ Water Works,
High Road, Grand Forks, North Dakota.

WRITTEN ADDRESS—CORRECT

Maj Gen A T Chandler
Ft Thomas, Alden Co
Ala

PRINTED ADDRESS—WITH ERRORS NOTED.

Major ∧ A T Chandler,

Fort Thompson, Aiden County, Alabama.

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CHAPTER VII.

COURSE OF INSTRUCTION.

LESSONS IN SPELLING.

Words which are frequently used in orthography tests, many of which have been used in civil service examinations:

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1. *Abaft*—Toward the stern of a ship.
2. *Aberration*—Mental derangement.
3. *Acclamation*—A shout of applause.
4. *Accommodate*—Supply or furnish.
5. *Acquiescence*—The act of submitting.
6. *Adequate*—Equal to requirement.
7. *Admissible*—Worthy of being admitted.
8. *Aeronautics*—Aerial navigation.
9. *Affability*—Courteousness.
10. *Aide-de-camp*—An officer who assists a General.
11. *Alchemy*—The chemistry of the Middle Ages.
12. *Alleviate*—To lighten; lessen; make easier.
13. *Ambiguous*—Doubtful.
14. *Antedate*—To carry back to an earlier period.
15. *Ascent*—The act of rising.

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1. *Baccarat*—A French card game.

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2. *Ballet*—A theatrical representation, accompanied by music and dancing.
3. *Banns*—Proclamation of intention to marry.
4. *Barouche*—A roomy four wheeled carriage, with folding top.
5. *Barrister*—Counsellor at law.
6. *Basilisk*—A fabulous creature.
7. *Bathometer*—An apparatus for measuring depths.
8. *Bawdry*—The practice of a procuress.
9. *Belligerance*—The act or state of warfare.
10. *Benefactor*—One who confers a benefit.
11. *Berthage*—Space for mooring vessels in harbor.
12. *Beverage*—Drink of any description.
13. *Bicycle*—A vehicular machine of various forms.
14. *Bifurcation*—A division into two branches.
15. *Biliousness*—The state of being bilious.

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1. *Caboose*—Trainmen's car attached to freight train.
2. *Cachou*—A pill for sweetening the breath.
3. *Cadaver*—A dead body; a corpse.
4. *Caitiff*—A cowardly wretch.
5. *Caffeine*—A bitter alkaloid extracted from coffee.
6. *Cajole*—To coax or deceive by flattery.
7. *Calumniate*—To accuse falsely and maliciously.
8. *Cambric*—A very fine thin linen.
9. *Canard*—An absurd story.
10. *Caparison*—Ornamental covering for a horse.

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11. *Capias*—A writ authorizing the arrest of a person.
12. *Capsize*—To be overturned or upset.
13. *Catarrhal*—Pertaining to or produced by catarrh.
14. *Celibacy*—The state of being unmarried.
15. *Candor*—Openess or frankness.

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1. *Dachshund*—The German badger dog.
2. *Dahlia*—A composite plant with large bright flowers.
3. *Damask*—A fine twilled table linen.
4. *Dandelion*—A biennial composite plant, with notched flowers.
5. *Danseuse*—A female professional dancer.
6. *Decigramme*—One tenth of a gramme.
7. *Decorous*—Marked by propriety.
8. *Defamation*—Injuring a reputation without justification.
9. *Delectable*—Pleasing; delightful.
10. *Demolition*—Act or process of destroying.
11. *Denouement*—The act of solving a plot.
12. *Destructible*—That which may be destroyed.
13. *Deterioration*—Degeneracy.
14. *Dictatorial*—Absolute; imperious.
15. *Dipsomaniac*—Uncontrollable craver for alcoholic drinks.

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1. *Easement*—That which gives ease or relief.
2. *Ebullition*—Sudden outburst of feeling.

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3. *Ecclesiastic*—A person in Holy orders.
4. *Efficacious*—Capable of producing a desired effect.
5. *Electropathy*—Treatment of disease by electricity.
6. *Emaciate*—To lose flesh gradually.
7. *Encyclopaedia*—Comprehensive summary of knowledge.
8. *En masse*—Collectively; altogether.
9. *Epilepsy*—A chronic nervous disease.
10. *Equilibrium*—Equality of weight, power, force, etc.
11. *Equivocal*—Doubtful or double significance.
12. *Esprit de corps*—A spirit of common devotion binding men togther.
13. *Evasion*—Excuse; equivocation; subterfuge.
14. *Evenness*—Smoothness; uniformity; regularity.
15. *Exchequer*—A treasury; cash or funds.

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1. *Fabricate*—To construct; invent falsely.
2. *Facilitate*—To make easy or less difficult.
3. *Factotum*—A man of all work.
4. *Fahrenheit*—The name of a thermometer scale.
5. *Fain*—Gladly; willingly.
6. *Fanaticism*—Extravagant or frenzied zeal.
7. *Fascinate*—Bewitch or captivate.
8. *Fealty*—Loyalty.
9. *Feasible*—Practicable.
10. *Felonious*—Done with intention of committing crime.
11. *Ferret*—A domesticated variety of polecat.

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12. *Ferule*—Rod or flat stick used for chastisement.
13. *Fete*—A festival or holiday.
14. *Filial*—Befitting a son or daughter; due to a father.
15. *Finesse*—Artifice or strategem.

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1. *Gaiety*—Merriment; pleasure.
2. *Gambit*—An opening in chess.
3. *Gangrene*—First state of mortification.
4. *Garrison*—Body of troops stationed in a fort.
5. *Gaseous*—Having the nature or form of gas.
6. *Gauging*—Measuring the contents of vessels.
7. *Gawky*—Awkward; ungainly.
8. *Gazette*—Bi-weekly newspaper containing official news.
9. *Gelatine*—Animal jelly.
10. *Generator*—Machine which produces steam or gas.
11. *Gewgaw*—A showy trifle.
12. *Glazier*—One who sets glass in windows.
13. *Gnat*—Small stinging winged insect.
14. *Gondola*—Long narrow Venetian pleasure boat.
15. *Gordian*—Anything intricate or difficult.

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1. *Habitable*—Fit to be dwelt in.
2. *Halloo*—An exclamation to call attention to or cheer one.
3. *Harass*—To annoy or vex.
4. *Heinous*—Atrocious; extremely wicked.

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5. *Heliotrope*—A plant whose flowers follow the sun.
6. *Heredity*—Transmission of physical or mental characteristics.
7. *Hiccough*—A short convulsive cough.
8. *Hippopotamus*—A large aquatic animal of Africa.
9. *Histrionic*—Pertaining to actors on stage.
10. *Hoarhound*—White woolly aromatic herb.
11. *Horde*—A nomadic tribe dwelling in tents or wagons.
12. *Hullaballoo*—Uproar; noisy contention.
13. *Hyacinth*—A handsome bulbous flowering plant.
14. *Hydrophobia*—A disease caused by bite of mad dog.
15. *Hyperbole*—A figure of speech.

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1. *Icicle*—A pendent cone of ice.
2. *Icing*—A concrete coat of sugar.
3. *Idol*—An image of a divinity.
4. *Idyl*—A short pastoral poem.
5. *Ignition*—The act of igniting.
6. *Ignominious*—Marked with public disgrace.
7. *Ignoramus*—An ignorant person.
8. *Illusion*—Deceptive appearance.
9. *Imagery*—Forms of the fancy.
10. *Immortelle*—Plant whose flowers may be dried and retain color.
11. *Imperceptibly*—So as not to be readily seen.
12. *Imperturbable*—Not easily disturbed.
13. *Impetuosity*—Vehemence; violence; force.

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14. *Implacability*—Unappeasable anger.
15. *Impresario*—The manager of an opera or concert company.

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1. *Jabber*—To talk rapidly and indistinctly.
2. *Jargon*—Confused unintelligible talk.
3. *Jaundice*—A disease of a yellowish color.
4. *Jetsam*—Part of ship's cargo thrown overboard to lighten vessel.
5. *Jettison*—Act of throwing goods overboard to lighten vessel.
6. *Jew's-harp*—Small lyre-shaped musical instrument.
7. *Judicious*—Prudent; discreet.
8. *Joss*—Chinese god or idol.
9. *Jowl*—The jaw or cheek.
10. *Jugular*—Pertaining to neck or throat vein.
11. *Jurisprudence*—System of laws of a country.
12. *Juvenescence*—A growing young.
13. *Junta*—Legislative assembly or council.
14. *Justiciary*—A judge.
15. *Jus*—A right that may be legally enforced.

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1. *Keel*—Lowest timber of a vessel.
2. *Kerosene*—Refined petroleum.
3. *Kindliness*—Benevolent disposition.
4. *Kist*—A chest or box.

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5. *Knapsack*—Travelling case carried on back.
6. *Knout*—A leathern whip.
7. *Koodoo*—Striped antelope of Africa.
8. *Kopje*—A hillock.
9. *Knuckle*—Projecting joint of finger.
10. *Kodak*—A portable camera.
11. *Knob*—The rounded handle of a door.
12. *Knave*—A deceitful person.
13. *Knack*—Adroitness; dexterity.
14. *Knowledge*—Clear perception of the truth.
15. *Knead*—To work into a mass, as dough.

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1. *Labyrinth*—A series of intricate winding passages.
2. *Lambrequin*—A festooned drapery hanging in door or window.
3. *Lapel*—Part of coat which laps over.
4. *Largess*—A gift or bounty.
5. *Laryngitis*—Inflammation of the larynx.
6. *Lachet*—A shoe string.
7. *Laudanum*—A preparation of opium.
8. *Legatee*—Person to whom a legacy is bequeathed.
9. *Legitimate*—Lawful; real; logically correct.
10. *Lethargy*—Morbid drowsiness.
11. *Levee*—A river enbankment.
12. *Lexicographer*—Editor of a dictionary.
13. *Lieutenant*—Next officer below a captain.

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14. *Lineage*—Ancestral line of descent.
15. *Ludicrous*—Exciting mirth.

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1. *Macaroni*—Long thin tubes of flour.
2. *Mademoiselle*—Title of courtesy given to young lady.
3. *Magna Charta*—The Great Charter of civil liberty.
4. *Magnanimity*—Greatness of mind; nobility.
5. *Magniloquent*—Pompous in style or speech.
6. *Malevolence*—Spitefulness; ill will.
7. *Malleability*—Capable of being extended by hammering.
8. *Mandamus*—A writ issued by a superior court.
9. *Marseilles*—Double cloth fabric; quilted in the loom.
10. *Martial*—Pertaining to or adapted for war.
11. *Martyrdom*—Death or sufferings of a martyr.
12. *Masquerade*—Ball where masks are used.
13. *Medallion*—A large antique medal.
14. *Meritorious*—Having merit; deserving reward.
15. *Meteorologist*—One skilled in science of the atmosphere.

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1. *Nacarat*—A pale red color.
2. *Nape*—The back of the neck.
3. *Nasturtium*—A genus of plants, including water cresses.
4. *Nausea*—Seasickness; loathing or disgust.

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5. *Necromancer*—A conjurer; a predicter of future events.
6. *Neuralgia*—Acute pain in a nerve.
7. *Nitro-glycerine*—A highly explosive oily liquid.
8. *Nocturnal*—Pertaining to or done at night.
9. *Nonagenarian*—A ninety year old person.
10. *Notarial*—Pertaining to or done by a notary.
11. *Novelette*—A short novel.
12. *Numskull*—A blockhead .
13. *Nutrition*—That which nourishes.
14. *Nuzzle*—To root up with the nose as swine.
15. *Nymphomania*—Erotic insanity in females.

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1. *Oasis*—A fertile spot in a barren desert.
2. *Obeisance*—Bow or courtesy; act of reverence.
3. *Obfuscate*—To bewilder.
4. *Objurgation*—A reproof.
5. *Oblique*—Deviating from a right line.
6. *Oblivious*—Forgetful.
7. *Occurrence*—An accident, event, or incident.
8. *Oleander*—An evergreen shrub with fragrant flowers.
9. *Oleomargarine*—An imitation butter.
10. *Omniscient*—Knowing all things.
11. *Onerous*—Burdensome; weighty.
12. *Opaque*—Not transparent.
13. *Ophthalmic*—Pertaining to the eye.

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14. *Opprobrious*—Reproachful and contentuous.
15. *Osculation*—Kissing; touching.

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1. *Pachydermatus*—Thick skinned.
2. *Pajamas*—Kind of sleeping costume.
3. *Palatable*—Agreeable to the taste.
4. *Palliation*—Extenuation; mitigation.
5. *Panegyric*—Enconium or praise.
6. *Parachute*—An apparatus for descending from a balloon.
7. *Paralysis*—Loss of use of part of body.
8. *Parapet*—A wall breast high.
9. *Paranoiac*—A monomaniac.
10. *Perennial*—Lasting through the year.
11. *Pneumonia*—Acute inflammation of the lungs.
12. *Pseudonym*—A fictitious name.
13. *Psychology*—The science of mental phenomena.
14. *Ptomaines*—Alkaloids of highly poisonous nature.
15. *Punctilious*—Precise in conduct or ceremony.

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1. *Quadrilateral*—Figure with 4 sides and 4 angles.
2. *Quarantine*—To place under restriction.
3. *Qualitative*—Pertaining to quality.
4. *Quartan*—Occuring every fourth day.
5. *Quantity*—Property which may be increased or diminished.

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6. *Quardruped*—Four footed.
7. *Quaff*—To drink in large quantities.
8. *Quarry*—Place where stone is dug for building purposes.
9. *Querulous*—Complaining; discontented.
10. *Quinque*—A galley with five banks of oars.
11. *Quinine*—An alkaline substance.
12. *Quinsy*—Inflammation of the tonsils.
13. *Quotient*—Result from division of one number by another.
14. *Quirk*—An artful evasion; subterfuge.
15. *Quip*—To scoff or jeer.

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1. *Rabies*—Canine madness.
2. *Raccoon*—A badger like animal.
3. *Racquet*—A network bat.
4. *Ravenous*—Devouring with rapacity.
5. *Recede*—To fall back or retreat.
6. *Reciprocity*—Equal rights or benefits.
7. *Recurrence*—Return; resort.
8. *Reiteration*—Repetition.
9. *Reliquary*—Depository for relics.
10. *Reportorial*—Pertaining to reporters.
11. *Reservior*—Place where water is stored up.
12. *Resonant*—Returning sound.
13. *Restaurateur*—Keeper of a restaurant.

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14. *Retrieve*—To recover; restore; regain.
15. *Retrocession*—The act of going back.

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1. *Saccharine*—Having the qualities of sugar.
2. *Sacrilegious*—Violating sacred things.
3. *Saponaceous*—Having the qualities of soap.
4. *Sauerkraut*—A pickle of chopped cabbage.
5. *Scimitar*—Oriental sword with curved blade.
6. *Scrupulous*—Full of scruples.
7. *Seditious*—Pertaining to sedition.
8. *Seismograph*—An instrument for recording undulatory motions.
9. *Seize*—To take hold of forcibly.
10. *Sententious*—Short and energetic.
11. *Shampooer*—One who shampoos.
12. *Shillalah*—An oaken cudgel.
13. *Siege*—Surrounding of a place by an army.
14. *Slough*—Deep muddy place.
15. *Stationary*—Fixed; not moving.

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1. *Tableaux*—Striking and vivid representation.
2. *Tachometer*—An instrument for measuring velocity.
3. *Tactician*—One skilled in tactics.
4. *Tambourine*—Small hand drum with little cymbals.
5. *Tarantula*—A large spider.
6. *Tassel*—Pendent ornament of silk or wool.

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7. *Technique*—Artistic execution.
8. *Tenacious*—Holding fast or firmly.
9. *Thrombosis*—Obstruction of blood vessel by clot of blood.
10. *Tiliaceous*—Like the lime tree.
11. *Tonsorial*—Pertaining to a barber.
12. *Torpescent*—Becoming torpid.
13. *Tourniquet*—Instrument for compressing an artery.
14. *Tractor*—That which draws or is used in drawing.
15. *Tragedienne*—An actress of tragedy.

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1. *Ubiquitous*—Existing everywhere; omnipresent.
2. *Ultimatum*—Final conditions offered.
3. *Umbrage*—Screen of trees; offense.
4. *Unanimous*—Agreeing in opinion.
5. *Unconscionable*—Out of all reason.
6. *Unctuous*—Soothing; extremely bland.
7. *Undine*—A water nymph.
8. *Undulate*—To move like waves.
9. *Uproarious*—Making a great noise.
10. *Usurious*—Practicing usury.
11. *Utilitarian*—Pertaining to utility.
12. *Uterus*—The womb.
13. *Utopianism*—Schemes for social happiness.
14. *Utensil*—Implements used for domestic purposes.
15. *Ursiform*—Bear like.

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1. *Vacillate*—Fluctuate in mind or opinion.
2. *Vacuum*—Space devoid of all matter.
3. *Valetudinarian*—Seeking to recover health.
4. *Varicocele*—Swelling of the veins of the scrotum.
5. *Veinous*—Provided with veins.
6. *Ventriloquism*—Act of speaking as from another source.
7. *Verbatim*—Word for word.
8. *Veterinary*—Healing diseases of domestic animals.
9. *Vexatious*—Annoying; troublesome.
10. *Vicissitude*—Change.
11. *Vinculum*—A bond of union.
12. *Vivacious*—Lively; gay.
13. *Volitive*—Having the power of will.
14. *Voussior*—One of wedge like stones forming arch of bridge.
15. *Volatilize*—To evaporate.

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1. *Wapiti*—American elk.
2. *Weevil*—A small beetle.
3. *Wherry*—Light shallow boat sharp at both ends.
4. *Whirliggig*—A child's toy which is whirled.
5. *Wistiti*—The marmoset.
6. *Worshipper*—One who worships.
7. *Wrench*—To wring or pull with a twist.
8. *Wrestler*—One who wrestles.
9. *Wrymouth*—Eelshaped North Atlantic fish.

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10. *Wryness*—The state of being distorted.
11. *Wretch*—A worthless person.
12. *Wreath*—Anything curled or twisted.
13. *Wrest*—To wrench or force by violence.
14. *Wrangle*—To dispute angrily or noisily.
15. *Withe*—A tough flexible twig of willow.

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1. *Xanthic*—Tending to a yellow color.
2. *Xeroderma*—Disease of the skin.
3. *Xyloid*—Like wood.
4. *Xylophone*—A musical instrument.
5. *Xyster*—Surgical instrument for scraping bones.
6. *Yeast*—Preparation for raising dough.
7. *Yeoman*—A petty officer in charge of stores.
8. *Younker*—A young fellow; stripling.
9. *Yerk*—To thrust suddenly; to jerk.
10. *Yaw*—To deviate from the right course.
11. *Zealot*—An enthusiast; a fanatic.
12. *Zither*—A stringed musical instrument.
13. *Zephyr*—Soft gentle breeze.
14. *Zincic*—Containing zinc.
15. *Zoological*—Pertaining to zoology.

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CHAPTER VIII.

COURSE OF INSTRUCTION—*Continued.*

Elementary English Course.

ORTHOGRAPHY.

All language is the expression of thought, either by motion, speech or writing.

Deaf and dumb persons are compelled to use the first of these, the LANGUAGE OF GESTURE, and it is sometimes used by others when among people whose spoken and written language they do not know; also, in pantomime, for amusement.

The LANGUAGE OF SPEECH we receive from each other through the ear; that of WRITING through the eye.

The symbols used in both these ways of thought-expression are called WORDS, and English Grammar teaches us the correct use of WORDS both in speech and writing, under four divisions, named respectively, ORTHOGRAPHY, ETYMOLOGY, SYNTAX, and PROSODY.

This lesson deals with the first of those divisions, ORTHOGRAPHY, which begins at the smallest portions of WORDS, calling them LETTERS.

ORTHOGRAPHY further tells us that of such LET-

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TERS there are 26 in number and that when spoken of altogether the name ALPHABET is given to them.

Those LETTERS OF THE ALPHABET are of two kinds, VOWELS and CONSONANTS.

The VOWELS are A, E, I, O, U, and each one of them gives a full, open sound.

The CONSONANTS are B, C, D, F, G, H. J, K, L, M, N, P, Q, R, S, T, V, X, Z, and they are so named because each of them requires the help of a VOWEL to make it heard.

The only two remaining LETTERS are W and Y which belong to both classes, being CONSONANTS WHEN USED BEFORE THE FULL VOWELS.

In some WORDS, like "out," for example, we have two VOWELS coming together and producing a sound different from either when used alone. That sound is called a DIPHTHONG.

When both VOWELS in a DIPHTHONG are distinguishable, as in the WORD "boy," the sound is said to be a PROPER DIPHTHONG, but when only one of the VOWELS can be heard, the combination is termed an IMPROPER DIPHTHONG. The WORD "boat" contains an instance of an IMPROPER DIPHTHONG.

A TRIPHTHONG IS THE UNION, IN ONE WORD, of three VOWELS, as in "beauty."

The only other feature of WORDS with which ORTHOGRAPHY has to do is the SYLLABLE which it

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defines as being AS MUCH OF A WORD AS CAN BE, CORRECTLY, SOUNDED AT ONCE.

When the whole of a WORD can be pronounced at once, as is the case with the WORD "fox," it is named a MONOSYLLABLE.

WORDS of two SYLLABLES are called DISSYLLABLES; the WORD Pe-ter is an example of them.

TRISYLLABLES are WORDS of three SYLLABLES, as, "but-ter-fly," and WORDS of MANY SYLLABLES, like "in-ad-vi-sa-bil-it-y, are named POLYSYLLABLES.

It follows, therefore, that, since ORTHOGRAPHY treats of LETTERS and SYLLABLES, a mistake in SPELLING must be a violation of the rules of that branch of GRAMMAR.

ETYMOLOGY.

After Words have been correctly formed, or spelled, in the division of Grammar called Orthography, they come under the jurisdiction of ETYMOLOGY which separate them into nine classes called PARTS OF SPEECH, and every word in the English language is classified under one or another of those headings.

The nine PARTS OF SPEECH are: ARTICLE, NOUN, ADJECTIVE, PRONOUN, VERB, ADVERB, PREPOSITION, CONJUNCTION AND INTERJECTION.

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Of those nine PARTS OF SPEECH two are especially important, in fact, all the others are more or less subsidiary to them.

Those two are the NOUN and the VERB.

Some grammarians consider one of these the most important of all the PARTS OF SPEECH, and some regard the other in that light. The decision seems to rest upon which consideration weighs more, thought expressed by a name word or thought expressed by an activity word, and as the matter is thus merely one of opinion, this Lesson shall not concern itself with it, but shall pass on to the consideration of the definitions required to gain an understanding of WORD CLASSIFICATION.

The word NOUN is derived from Latin nomen (nomenis), meaning a name, and its grammatical definition is: A NOUN IS THE *NAME* OF ANY PERSON, PLACE, QUALITY OR THING.

It is, at once, obvious that the NOUN class must be very important because NAMES are of such frequent occurrence in all modes of thought-expression or language.

NOUNS or names are of two kinds: COMMON and PROPER.

COMMON NOUNS may be sub-divided into convenient classes, called ABSTRACT, COLLECTIVE and PARTICIPAL OR VERBAL NOUNS.

A NOUN is said to be ABSTRACT when it is expres-

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sive of a quality as separated from the thing possessing the quality, such as, wisdom, wickedness, truthfulness, etc.

A COLLECTIVE NOUN is one that conveys the idea of multitude; as, crowds, army, congress, etc.

A PARTICIPAL OR VERBAL NOUN is one derived from an activity-word or VERB, as, reading, writing, looking, etc.

NOUNS are also inflected or varied for three purposes.

First by NUMBER to distinguish between NOUNS that refer to only one and those that mean more than one.

Second by GENDER to express sex or lack of it.

Third by CASE to show the relation a noun bears to other words in the same sentence.

The remainder of this Lesson shall be taken up with a consideration of the property of NOUNS called NUMBER of which there are two forms, the SINGULAR and the PLURAL.

A Noun is said to be in the SINGULAR NUMBER when it signifies only one, and in the PLURAL NUMBER when it denotes any number more than one; as, book, books.

The general rule for the formation of the PLURAL NUMBER is to add the letter "s" to the SINGULAR, as, pen, pens.

Many exceptions to this rule exist however a few of which are; NOUNS ending in "s," "sh," soft "ch," "x" and "o," usually form their PLURAL by adding "es;" as, hiss, hisses; rush, rushes; batch, batches; box, boxes;

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hero, heroes; but the following words make their PLURAL by adhering to the general rule, although they end in "o;" junto, canto, tyro, grotto, portico, solo, quarto, so also do NOUNS ending in "io" like folio, folios, and NOUNS ending in hard "ch," as, stomach.

NOUNS terminating in "y" change "y" into "ies" for the PLURAL, except where the "y" is preceded by a vowel when the general rule is followed; examples: baby, babies; lady, ladies; "y" preceded by a vowel, bay, bays; tray, trays; day, days.

NOUNS ending in "f," or "fe," change those letters into "ves" in the PLURAL, as, loaf, loaves; wife, wives; knife, knives; but the words dwarf, brief, chief, grief, handkerchief, mischief, gulf, turf, surf, fife, strife, proof, hoof, roof, reproof, follow the general rule, as do also most NOUNS ending in "ff," like cuff, cuffs; muff, muffs.

PROPER NOUNS have a PLURAL only when they refer to a race or family, as, the Wilsons or to several persons of the same name, as, the four Marys.

Some NOUNS are altogether irregular in regard to the manner in which they form their PLURAL, for example: child, children; foot, feet; goose, geese; mouse, mice; man, men; ox; oxen; tooth, teeth; woman, women.

NOUNS ending in "um" or "on" take "a" in the PLURAL instead of those termination, and NOUNS ending in "is" in the SINGULAR take "es" instead, example: addendum, addenda; phenomenon, phenomena; axis, axes.

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There are also some NOUNS that are used only in the PLURAL, such as, snuffers, scissors, tongs, literati, and words like mathematics, metaphysics, politics, ethics, pneumatics, etc., may be used in either form.

List of words of which the student should know the Plural form, and the definitions: "aid-de-camp, aids-de-camp; brother, brothers, and (sometimes) brethren; court-martial, courts-martial; cousin-german, cousins-german; die (for coining), dies; die (for gaming), dice; father-in-law, fathers-in-law." (Lennic).

List of words from foreign languages that are sometimes used in English literature: "addendum, addenda; animalculum, animalcula; antithesis, antitheses; apex, apices, or apexes; appendix, appendixes or appendices; arcanum, arcana; automaton, automata; axis, axes; bandit, banditti; basis, bases; beau, beaux; calx, calces; cherub, cherubs or cherubin; crisis, crises; criterion, criteria; datum, data; desideratum, desiderata; diaeresis, diaereses; dilattante, dilettanti; effluvium, effluvia; ellipsis, ellipses; emphasis, emphases; encomia, encomium; erratum, errata; focus, foci; genius, geniuses and genii; genus, genera; hypothesis, hypotheses; ignis fatuus, ignes fatui; index, indexes and indices; lamina, laminae; magus, magi; medium, media; memorandum, memoranda; metamorphosis, metamorphoses; monsieur, messieur; phenomenon, phenomena; radius, radii; seraph, seraphs or seraphim; stamen, stamina; stimulus, stimuli; stratum, strata; terminus,

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termini; thesis, theses; vertex, vertices; virtuoso, virtuosi; vertex, vortices or vortexes." (Lennie).

The second property of NOUNS, in the English language, is GENDER, and that is decided by the sex of the individual for whom the NOUN stands as a name-word.

Three forms of GENDER prevail, the MASCULINE, comprising the names of all male persons and animals; the FEMININE, claiming all names representing persons and animals of the FEMALE sex, and the NEUTER GENDER standing for the names of things animate and inanimate, that are not supposed to be of either sex.

Words like parent, child, infant, cousin, servant, neighbor, etc., being representative of either sex, are said to be of COMMON GENDER.

"There are three ways of showing the GENDER of NOUNS:

1. By using entirely different words to distinguish the sexes as: bachelor, maid or spinster; beau, belle; boy, girl; bridegroom, bride; brother, sister; bull, cow; drake, duck; earl, countess; father, mother; gander, goose; gentleman, lady; hart, roe; horse, mare; husband, wife; king, queen; lord, lady; man, woman; master, mistress; monk, nun; nephew, niece; ram, ewe; sir, madam; son, daughter; stag, hind; uncle, aunt; wizard, witch" (Lennie).

2. By merely altering the termination of the MASCULINE form, as: "abbot, abbess; actor, actress; adminstrator, adminstratrix; baron, baroness; benefactor, bene-

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factress; count, countess; Czar, Czarina; Dauphin, Dauphiness; deacon, deaconess; duke, duchess; emperor, empress; enchanter, enchantress; executor, executrix; giant, giantess; heir, heiress; hero, heroine; host, hostess; Jew, Jewess; lad, lass; landgrave, landgravine; lion, lioness; marquis, marchioness; mayor, mayoress; peer, peeress; poet, poetess; priest, priestess; prophet, prophetess; shepherd shepherdess; Sultan, Sultana; testator, testatrix; viscount, viscountess; widower, widow." (Lennie).

3. By prefixing a NOUN of the COMMON GENDER with a word that indisputably indicates sex, as: "man-servant, maid-servant; male-child, female-child; he-goat, she-goat." (Lennie).

Occasionally a NEUTER NOUN is personified, that is, it is treated as if it belonged to one of the sexes, as when we speak of the sun as "he" and of the moon or a ship, as "she."

Divide the following list of words, according to GENDER, into four columns, under the headings, MASCULINE; FEMININE; NEUTER; COMMON.

"Boy, girl, man, woman, slate, fish, lioness, nut, coat, bull, tiger, cat, city, hat, governess, king, prince, queen, princess, teacher, author, emperor, duke, book, duck, drake, niece, cousin, nephew, aunt, uncle, father, sister, son, daughter, lady, whale, John, ship, nun, monk, lad, widow, maid, bird, fowl, flower, hen, gander." (Lennie).

The third quality of NOUNS that requires attention is

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CASE, and, as has been stated in a former Lesson, the function of CASE, in a NOUN, is to make clear the NOUN'S relation to the other words in the same sentence.

In three ways this is accomplished.

1. By placing the NOUN so that it will represent the individual person, place, quality or thing as the SUBJECT of a sentence, that is, the NOUN about which some statement is made. In the sentence, The dog barks, for instance, the word "dog" is the Subject or word about which an assertion is made.

When a NOUN occupies the position of SUBJECT in a sentence, it is said to be in the NOMINATIVE or NAMING CASE, because the spelling of the word is not altered.

2. The POSSESSIVE CASE comes next and it is so named because a NOUN, to be in that CASE, must have the relation of ownership to some one or some thing, and that relationship is expressed by an apostrophe, ('), and the letter "s" added to the NOUN, if not already ending in "s", in the event of the NOUN already ending in "s", the addition of the apostrophe is sufficient. The sentences, Job's trials were numerous and The soldiers' banners were unfurled, contain examples of the POSSESSIVE CASE.

Possession, can, however, be indicated in other ways that shall be referred to in their order.

3. The OBJECTIVE CASE is so called because a NOUN, to be in that CASE, must be so placed as to be the OBJECT of the activity that is expressed by the word

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used to make a statement concerning the SUBJECT. In the sentence, The cat caught a bird, "Cat" is the SUBJECT or NOUN about which a statement is made; the word "caught" expresses the statement made and the NOUN "bird" is the OBJECT of the statement "caught." The word "cat" is therefore, in the OBJECTIVE CASE.

The same statement could, however, be thrown into another form by which one of the methods of indicating possession, without the use of the POSSESSIVE CASE, may be illustrated. If the sentence read, A bird was caught by the cat, the relative positions, or CASES, of the words "cat" and "bird" would be reversed. "Bird" would then be the SUBJECT concerning which the statement would be made, and "cat" would be thrown into the OBJECTIVE CASE by the word "by" which shall be classified later.

The facts that no differentiation in spelling form is made between NOUNS in the NOMINATIVE CASE and NOUNS in the OBJECTIVE CASE, and that the same NOUN can be made to occupy either of the two CASES, as above exemplified, probably influences those who regard the more staple "verb" as the most important of all the PARTS OF SPEECH.

PARSING.

To classify a word under the PART OF SPEECH to which it properly belongs; to tell all about it that such such classification involves; and to give also all informa-

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tion regarding it as related to the other words of the sentence it stands in, is to PARSE it.

THE ARTICLE. THE ADJECTIVE.

Next to the NOUN come, logically, the PARTS OF SPEECH that more especially aid in giving it fuller expression.

The first of these is the ARTICLE whose use is to limit, to some extent, the NOUN it modifies.

There are but two of those small NOUN modifiers or ARTICLES, A or AN, and THE.

When a NOUN is used without any modifier it stands for all the class to which it belongs. For example the word "Man" represents the class that includes all males of the human family. The moment, however, that you put the ARTICLE "A" before it you limit its significance to one member of the human family, to a single one of a class. The other form of the same ARTICLE, "AN", has exactly the same limiting effect, and only differs in being used before a word beginning with a vowel, or a silent "h" as, An ant; an hour. This ARTICLE, in both forms, is called the INDEFINITE ARTICLE, because, while it performs the limiting function, it is not specific, and can only be used in the SINGULAR NUMBER.

The DEFINITE ARTICLE, "THE" on the contrary, is specific. It not only limits the sense of a NOUN it modifies to one of its class, but refers to a particular speci-

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men of that class, as, The President; the King. The DEFINITE ARTICLE is used in both numbers.

THE ADJECTIVE.

The ADJECTIVE is a very useful modifier to the NOUN, and it may be defined as the PART OF SPEECH that describes the Quality of a NOUN.

In the phrase, a hard lesson, we have one example each of the three PARTS OF SPEECH studied, so far, in this Course.

"Lesson" is the Name-word or NOUN; "A" is the *indefinite,* limiting, modifier of the NOUN, referring to one lesson only, but not saying which specific one; and "hard" is the ADJECTIVE, or QUALITY modifier of the NOUN, describing it more particularly.

For this reason that one NOUN may possess more of the same quality than another and still another may have the most of the three, it is necessary that ADJECTIVES should have, as a rule, three degrees of comparison.

These are, the POSITIVE, the COMPARATIVE, and the SUPERLATIVE degrees.

The POSITIVE degree simply expresses the quality in question, as, large, small; the COMPARATIVE is used in ascertaining which of two NOUNS has the greater or less degree of the quality, as, larger, smaller; and the SUPERLATIVE compares any number over two and decides which has the greatest or least degree of the quality involved, as, largest, smallest.

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RULES.

1. For ADJECTIVES of one syllable the general rule is to add "r" or "er" for the COMPARATIVE, and "st" or "est" for the SUPERLATIVE, to the POSITIVE form.

2. ADJECTIVES of more than one syllable generally take the words "more" and "most" respectively, for the COMPARATIVE and SUPERLATIVE, as prefixes to the POSITIVE. Example, beautiful, more beautiful, most beautiful.

IRREGULAR ADJECTIVES.

Some adjectives cannot, with propriety, be compared. A few such incomparable ADJECTIVES are, true, perfect, universal, chief and extreme.

Others have COMPARISONS but not according to rule. Of such are:

Positive	
good,	nearer,
bad, evil or ill,	farther,
much or many,	former,
late,	older or elder,
near,	Superlative,
far,	best,
fore,	worst,
old,	most,
Comparative,	latest or last,
	nearest or next,

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better,	farthest,
worse,	foremost or first,
more,	oldest or eldest.
later,	

(Much is applied to things weighed or measured; many to things numbered.)

THE PRONOUN.

The ARTICLE, as we have seen, limits, to some extent, the range of a NOUN'S meaning; the ADJECTIVE, by its three DEGREES OF COMPARISON, specifies how much of any given quality it has; and now we come to the PRONOUN, which, as its name indicates, is used "pro," or for, that is, instead of, the NOUN.

The PRONOUN, then is the PART OF SPEECH which indicates, without naming it, the NOUN for which it stands. Example: Eliza is a good girl; she studies her lessons well.

The word "she" which is the PRONOUN, indicates, without naming "Eliza," the NOUN for which it stands, and thereby prevents a tiresomely-frequent repetition of the NOUN itself.

Words of this class are of three kinds: PERSONAL, RELATIVE, and ADJECTIVE PRONOUNS.

PERSONAL PRONOUNS have NUMBER, GENDER, and CASE, just as do the NOUNS for which they stand; they also have PERSON.

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If a PRONOUN be supposed to speak, it is said to be in the FIRST PERSON; if considered to be spoken to, it is regarded as being in the SECOND PERSON; and if spoken of, it is in the THIRD PERSON.

PERSONAL PRONOUNS are declined, or varied, to show all their properties.

There are also some COMPOUND PERSONAL PRONOUNS that are sometimes used in an appositive, or explanatory sense, but more frequently for emphasis, as in the sentence I, Myself, did it.

By adding the word "self," or its plural, "selves," to the following words, COMPOUND PERSONAL PRONOUNS are formed and they are declined to show NUMBER, GENDER, PERSON and CASE just like the SIMPLE PRONOUNS. My, myself, our, ourself, ourselves, thy, thyself; your, yourself, yourselves; him, himself; her, herself, it, itself.

RELATIVE PRONOUNS.

The words WHO, WHICH, and THAT, are called SIMPLE RELATIVE PRONOUNS, because they always refer, either to a NOUN or a PRONOUN that has been mentioned before them, and the NOUN or PRONOUN thus referred to, is called the ANTECEDENT.

("Who" is generally applied to persons, as: The man who hesitates is lost; and "which" to animals and inanimate things, as: The dog which you hear barking disturbs me at night; The letter which was mislaid is found.)

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Frequently the RELATIVE PRONOUN "that" is used instead of "who" or "which."

The word "What" is a COMPOUND RELATIVE PRONOUN because its meaning includes both ANTECEDENT AND RELATIVE PRONOUN, as: This is exactly what she wanted; meaning the thing which she wanted.

INTERROGATIVE PRONOUNS.

These do not form a distinct class; they are simply the words Who, Which and What, which have already been classified, put to a different use.

When, Who, Which, and What are used to ask questions they are called INTERROGATIVE PRONOUNS, and their ANTECEDENTS, in such circumstances, are found in the answers to the questions. Example: Who did the work, Jane? (Jane, who did the work, etc.)

ADJECTIVE PRONOUNS.

An ADJECTIVE PRONOUN, as the name suggests, is one that partakes of the nature of an adjective more particularly than do the other PRONOUNS. They may be arranged in four distinct groups: the POSSESSIVE, the DISTRIBUTIVE, the DEMONSTRATIVE and the INDEFINITE ADJECTIVE PRONOUNS.

The POSSESSIVE ADJECTIVE PRONOUNS are, chiefly the POSSESSIVE CASES of the PERSONAL

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PRONOUNS used as NOUN MODIFIERS, or ADJECTIVES.

They are; MY, THY, HIS, HER, OUR, YOUR, THEIR, ITS and the word "OWN."

The DISTRIBUTIVES are Each, Every, Either, Neither; and their name is so appropriate that they need no further elucidation.

The DEMONSTRATIVE ADJECTIVE PRONOUNS are likewise well-named, and they are; This and That, with their respective PLURALS These, and Those.

(The word "that" is a RELATIVE PRONOUN when it can be interchangeable with "who" or"which" without interfering with the meaning intended; a DEMONSTRATIVE PRONOUN when it calls particular attention to a NOUN; and under other circumstances it is a CONJUNCTION.)

The INDEFINITE ADJECTIVE PRONOUNS are: None, Any, All, Such, Whole, Some, Both, One, Other, Another.

THE SEMICOLON.

The *semicolon* separates members having a closer connection than those requiring the colon. It occurs much more frequently than the colon, and less frequently than the comma.

General Rule.—Use the semicolon for all considerable divisions of a sentence for which the colon is not required by the preceding rules.

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Special Rules.—The semicolon is used to separate:

1. *Co-ordinate clauses,* one or more of which contain a comma; thus: "Such, O men of Athens! were your ancestors: so glorious in the eyes of the world; so beautiful and munificent to their country; so sparing, so modest, and so self-relying."—Demosthenes.

2. To mark a somewhat *more emphatic pause* when commas precede or follow; thus: "Books are needed, but not many books; a few well read. An open, true, patient, and valiant soul is needed; that is the one thing needed." —Carlyle.

3. To separate the *subdivisions* of members that are marked with a colon; thus: "Love thyself last; cherish those that hate thee: Corruption wins not more than honesty."—Shakespeare.

4. Before an *additional remark* beginning with a conjunction or incomplete in itself; thus: "Among the oaks I observed many of the most diminutive size; some not above a foot high, yet bearing small bunches of acorns."— Irving.

Note.—Many writers use the semicolon, instead of the colon, even though the additional remark makes complete sense and has no conjunction; thus:

"Speak clearly, if you speak at all;
Carve very word before you let it fall."—Holmes.

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THE COMMA.

In the use of the *comma* considerable diversity exists; most writers, however, observe the following rules:

Rules.—Use commas for any of these three purposes:

1. To indicate the *omission* of such words as are readily suggested to the mind; as: "Conversation makes a ready man; writing an exact man."—Bacon.

Note.—If the place where the word is omitted requires a comma for another reason, a semicolon is usually substituted; if it requires a semicolon, a colon is then used; as, "My comrade, on the contrary, made himself quite one of the family; laughed and chatted with them." Here the insertion of 'and' before 'laughed' would leave only a comma; while the insertion of 'he' without 'and' would require a colon.

2. To mark off the members of a series or enumeration when all are brief; while if any are long, all take the semicolon thus:

"He tried each art, reproved each dull delay,
Allured to brighter worlds, and led the way."—Goldsmith

When words are arranged in pairs, each pair takes a comma after it; as: "Sink or swim, live or die, survive or perish, I give my hand and my heart to this vote."—Webster.

3. To mark *a break* in the grammatical construction:

(a) Before and after the vocative cases; as: "Pizarro, hear me! Hear me, chieftains! And thou, All powerful,

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whose thunder can shiver into fragments the adamantine rock," etc.—Sheridan.

(b) After introductory and before appended words, phrases, or clauses; and both before and after incidental ones; as: "Whilst almost the whole of Europe was desolated by war, peaceful Ireland, free from the invasion of external foes, opened to the lovers of learning a welcome asylum. In crowds, numerous as bees, as Aldhelm writes, the English went to Ireland, or the Irish visited England, etc."

(c) After an inversion; as: "Of the most celebrated Anglo-Saxon scholars, many had studied in Ireland."

(d) Before appositives, and

(e) Before relative clauses when they do not restrict the meaning of the antecedents.

No qualifying word or clause should be separated from the word with which it forms one integral meaning.

(f) Wherever the insertion of a comma may prevent an ambiguity, in the use of such words as 'however,' 'besides,' 'hence,' 'then,' 'only,' 'Chiefly,' etc; as, "Those who seek for pleasure only, defeat their own object."

Note.—There is much *variety in the practice of writers* with regard to incidental words and phrases; some usually mark them by commas, others seldom mark them unless for emphasis or to avoid ambiguity. The same diversity exists in regard to brief clauses united by 'and,' 'or,' and other conjunctions that produce close union. Thus:

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"O what a tangled web we weave
When first we practise to deceive!"

admits a comma after 'weave.' "Cicero and Seneca remarked that in their time there was not a single people professing atheism," may be punctuated as follows: "Cicero and Seneca remarked, that, in their time, there was not a single people professing atheism." "The mighty waves sang together; and all the sons of Neptune shouted for joy." Here the semicolon is by many changed into a comma.

THE INTERROGATION AND EXCLAMATION.

1. An *exclamation* or wonder mark is placed—

(a) After every interjection except 'O;' as, 'Fie!' 'Begone!' When words accompany the interjection the mark is placed after them; as, "Woe is me!"

(b) After words that are shouted; as:
"To arms! they come; the Greek! the Greek!"—Halleck.

(c) After words, clauses, or sentences expressive of strong emotion; as, "We must fight!—I repeat it, sir, we must fight!"—Patrick Henry.

2. The *interrogation* point marks a direct question, whether asked for information or used as a rhetorical figure; as, "When shall we be stronger? Will it be the next week? or the next year?"—Patrick Henry.

Note.—The mark of interrogation and exclamation supersede the points with which they may coincide.

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THE DASH.

The *dash* is a comparatively recent invention, intended to express various modifications of thought not sufficiently expressed by any of the other points.

(a) When a speech, a drama, a conversation is written or printed, the dash denotes an accidental or intentional *pause in the discourse.*

(b) In a narration, it expresses a sudden pause or *interruption in the action related.*

(c) In a document or didactic treatise, it marks an *omission* of a word or phrase, such as 'namely,' 'that is,' 'for example,' etc.

(d) In any composition, it denotes the *end* of an enumeration; omitted names, dates, letters, etc.; a *sudden change* in the course of the sentence, either parenthetically, to insert a brief remark, or definitively, without resuming the original construction.

(e) Besides, printers often use a dash instead of beginning a *new paragraph,* and also before examples and references. But many writers, chiefly in periodicals, abuse the dash by using it for other points of definite meaning.

Rule.—Do not use the dash except to express something that the other points do not signify.

Note.—The dash need not supersede, but rather follow, any other point that the sense requires; but many neglect this distinction.

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The following *examples* will suffice to explain its proper use:

(a) Emphasis: "Give me liberty, or give me—death."

(b) Hesitation: "It was to inquire by what title General —but catching himself, Mr. Washington chose to be addressed."—Irving.

(c) Pause: "I pause for a reply.—None? Then none have I offended.—I have done no more to Caesar than you should do to Brutus."—Shakespeare.

(d) Breaking off, or Omission:

"Here lies the great—false marble, where?
Nothing but sordid dust lies there."—Shakespeare.

"The pulse fluttered—stopped—went on—throbbed—stopped again." etc.

"A man—one unknown or indefinite; the man—one known and particular."—Gould Brown.

(e) Close of enumeration: "The noble indignation with which Emmet repelled the charge of treason against his country, the eloquent vindication of his name, and his pathetic appeals to posterity—all these entered deeply into every generous breast."—Irving.

(f) Unexpected transition:

"Whatever is, is right.—This world, 'tis true
Was made for Caesar—but for Titus too."—Pope,

(g) A parenthetical remark: "There was a little picture—excellently done, moreover—of a ragged, bloated New England toper."

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(h) Intended disconnection of words or sentences: "Traitor!—I go, but I return.—This—trial!—Here I devote your senate!"—"I've had wrongs," etc.—Croly.

CURVES, BRACKETS, AND QUOTATION MARKS.

Curves, or parentheses, are used to enclose words, phrases, clauses, numbers, letters, points, etc., which are to be kept independent of the main construction. If the insertion is prompted by emotion, especially if its words fall readily into the construction of the sentence, two dashes are usually preferred.

Brackets, or crotchets, are chiefly used to insert the words of some one else, by way of explanation, correction, or comment.

Examples:

(a) Emotion: "I had given all my savings—five pennies —to the poor peddler."

(b) Explanation: "I had given all my savings (five pennies) to the poor peddler."

(c) Comment: "I had given all my savings [five pennies] to the poor peddler."

Sometimes, to mark a total want of connection, the dash and the curves are combined; as:

"Thou idol of thy parents—(Hang the boy!
There goes my ink)—
With pure heart newly stamped from nature's mint—
(Where did he learn that squint?)"—Hood.

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As appears from this example, the portion between the curves takes such points as its own meaning requires. The main sentence is punctuated as it would be if the whole parenthesis were taken away. If the parenthesis affects more directly the words preceding it, the stop, if any occurs, is marked after the curves or brackets; if it affects more directly what follows it, the point is placed before the brackets; if it refers equally to both parts, the point is marked before the first curve and repeated before the second. No parenthesis should occur at the beginning or at the end of a sentence.

Examples: "W.—This letter (which is unmarked) is a consonant."

"The sound p (unmarked), as in pay, page, etc."—Id.

"I send you, my dear child, (and you will not doubt) very sincerely the wishes of the season."—Chesterfield.

"Hear him with patience, (and at least with seeming attention,) if he is worth obliging."—Id.

"By adding able or ible: (sometimes with a change of the final letters:) as 'perish,' 'perishable.' "—G. Brown.

Quotation marks are double inverted commas put before and after whatever is presented as the identical words of others, or of the same writer on another occasion. A quotation occurring inside of another is included between single points. Either double or single marks enclose words, phrases, etc., mentioned as examples, or pointed out particularly as if underscored. When a quotation runs con-

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tinuously through several paragraphs, each of these has the double commas at the beginning.

"The Switzer gazed—the arrow hung,
'My only boy!' sobbed on his tongue;
He could not shoot.
'Ha!' cried the tyrant, 'doth he quail?
Mark how his haughty brow grows pale!'
But a clear voice rang on the gale—
'Shoot, in God's name!' ".

As *Capital Letters,* the *Hyphen,* the *Apostrophe* belong properly to the spelling of words, they are supposed to be fully known before the study of rhetorical precepts is undertaken.

NOTES ON THE USE OF WORDS.

Language is articulate sounds expressive of thought. Children learn it from their parents and from other persons with whom they associate.

Object Lessons, while giving the learner ideas of a multitude of things, supply him at the same time with the words or terms by which those ideas are to be expressed. This way of learning words, in connection with the objects signified, imparts clearness to knowledge; but it cannot extend to a great variety of things. *Most words in a language* are to be acquired by reading and conversation. As terms stand for ideas an enlarged familiarity with words and their meanings, they extend the limits of our

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knowledge, and are thus an important part of education. It would not be correct to say that a man's *knowledge is valuable* in proportion to the multitude of words which he has learned to understand, for some matters are far more worthy of knowledge than others.

2. TO ACQUIRE A COPIOUS SUPPLY OF PROPER WORDS:

1. Students should converse frequently with persons whose knowledge is sound and whose language is correct and elegant.

2. Their reading should be confined to the choicest productions of the best writers, suited, however, to their age and circumstances. The text books which they use for reading and for models of composition should be selected with the greatest care.

3. Purity.

Purity requires that all her expressions belong to the idiom of our language. It forbids the use of words and phrases which are:

(a) Foreign.

(b) Obsolete, or no longer in use.

(c) Newly coined, or not yet adopted into the language.

A violation of Purity is called *barbarism*. The standard of Purity is the practise of the best writers and speakers. This standard is thus explained by the great Campbell in his Rhetoric. To judge whether a word is pure, he bids us consult:

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(1) *Reputable Use,* that is, the usage of the best writers and speakers, as opposed to that of the uneducated.

(2) *National* Use, as opposed to provincial and foreign.

(3) *Present Use,* as opposed to obsolete.

We may add this special *rule regarding foreign words:* —When our language has a good word to express a certain idea, it is pedantry to borrow a word from another tongue, as those persons are fond of doing who wish to show that they know a little French, Italian, etc.

Pope, in his "Essay on Criticism" lays down this rule regarding *obsolete and newly coined words:*—

"In words, as fashions, the same rule will hold,
A life fantastic, if too new or old,
Be not the first by whom the new are tried.
Nor yet the last the old to lay aside."

In conformity with this rule we should avoid in prose composition words which were at one time in general use, but which are now confined by our best writers to the language of poetry: Eg, sheen, swain, and quoth. Even among such words as are conformable to the standard of Purity, a further selection may often be advisable, for which Campbell lays down these rules:—

(1) Choose the word or phrase which has but *one meaning* in preference to that which has more than one:—Eg. say.—"The weapons dropped from the hands of the soldiers;" not, "The arms dropped from the hands of the soldiers."

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(2) Prefer the word that conforms to the analogy of the language; hence use—contemporary rather than protemporary, since the "n" in "con" is usually retained before a consonant and dropped before a vowel.

(3) Prefer the word *more agreeable* to the ear; hence, rather say kindness than graciousness, if either will suit the sense.

(4) Prefer the simpler expression "To approve is better than to approve of" and "To subtract rather than to substract."

(5) Prefer what *savours less of innovation,* unless there be a special reason to the contrary.

4. Propriety.

Propriety means suitableness. Words should be suited (1) to the expression of a given idea, (2) to the usage of polite society, (3) to the understanding of the reader or hearer, and (4) to the subject treated.

PROPER TO EXPRESS A GIVEN IDEA.

Propriety should make us choose those words of our language which most exactly express our idea. This choice *of the right word for every idea* is in itself a source of pleasure to the intelligent reader. It is one of the chief beauties of style, and it is necessary in all species of compositions. There are many words in English which express the same idea; such words are called *synonyms.* If they express the same idea somewhat differently, they are called *imperfect synonyms.* There are few *perfect*

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synonyms, and negligence in discriminating between the imperfect ones leads to many violations of Propriety.

(2) Even ordinary conversation cannot dispense with this Propriety in the choice of words. A foolish *habit of exaggeration* leads some people to commit gross mistakes in this matter. To signify that an object is very pleasing they will say that it is "awfully nice" or "perfectly splendid;" they express themselves to be delighted when they mean pleased. They "love" flowers, poetry and fine clothes, instead of "liking" them.

(3) *To select the proper synonyms,* the following hints may help:—

(1) Some words are more comprehensive than others; Eg. river and stream. Every river is a stream, but every stream is not a river.

(2) Some relate more to *action,* others to a *state;* Eg. reasonable and rational.

(3) Some are *positive* and others are *negative;* Eg. fault and defect.

(4) Some differ in *degree;* Eg. damp, moist, and wet.

(5) Some relate more to *nature,* others to *art;* Eg. gentle and tame.

(6) Some regard more what is *inward,* others what is *outward;* Eg. dignity and decorum.

Proper to be Used in Polite Society.

The Latins called every object by the name which most directly recalled it to the mind. Shakespeare and most of

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his contemporaries often made their characters discourse in similar language. But in our days there are many words and phrases that are often used familiarly but are considered out of place in dignified composition. The former are called *vulgar;* they should always be avoided; and the latter are familiar or colloquial, and may be used on proper occasions.

"Be thou familiar, but by no means vulgar."—Shakespeare.

Some young people contract the habit of using vulgar words and slang phrases to such an extent that they are ignorant of the proper terms.

LETTER WRITING.

When called upon to write a letter, observe the following advice and your work will have merit and value:

1. Become familiar with a large number of words.

Endeavor to understand those words clearly in their various meanings.

Fix your attention by preference on those words which represent the most valuable ideas.

Remember that words found in print or heard in conversation are not all equally fit for use. Be careful and think.

2. If called upon to write about any object remember to note (a) what kind of a thing it is, what it resembles, how it differs from other things; (b) what qualities it has; (c) what uses it serves; (d) whence it comes and how it is to be

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obtained; (e) its parts and their relations, so as to give a full and clear idea of the whole object.

3. Remember. The correct formation of your letter, address, date and opening paragraph.

To use short sentences, or at all events, sentences perfectly clear and without confusion.

Punctuation and capital letters.

Correct spelling and paragraphs.

To avoid faulty or silly endings and negligence.

To re-read your letter about four times at least.

Uses of comparative and superlative.

To write carefully and legibly and avoid hurried efforts and gross carelessness, so frequently found.

To avoid your customary errors in general.

To avoid making universal statements and do not write as Gospel what you are not sure of. It is no shame for one to acknowledge himself ignorant of many things, but it is a shame to pretend to know that of which he is ignorant.

Unity, clearness, and do not depart from the subject or write on any other.

4. In writing an essay or letters on any current event or if asked for your views on it, the following may aid you:

(a) What is the exact point at issue; (b) what views are explained by different parties regarding it; (c) What reasons are urged by them in support of their different views; (d) What public opinion and prominent individuals

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consider it to be the true solution and how far it appears to be certain; (e) What reasons support your conclusion.

5. Description of characters: Letters on great men, or if asked to write about certain persons who are distinguished from the generality of men.

(a) A general appreciation of the person's worth; (b) his race, family, age, fortune, station, resources; (c) bodily aspect, general bearing, complexion, looks, voice, gesture, manners; (d) qualities of mind and heart, virtues, vices, inclinations; (e) intercourse with superiors, inferiors, equals, relations, friends, enemies, strangers; (f) influences acting on him and exerted by him on others.

6. Words must be suitable: 1. To the expression of a given idea. 2. to the use of polite society. 3. To the understanding of the reader or hearer. 4. To the subject treated.

7. When finished with your letter or composition, ask yourself the following and consider them:

1. Is there unity?
2. Is anything superfluous?
3. Is everything in its proper place?
4. Is it easy to follow my statements and narrative?
5. Does everything appear natural?
6. Are the reasons of every sentence and paragraph perfectly clear?
7. Are the essential scenes and views clearly described?
8. Is any important item omitted?

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The earnest student who wishes to perfect himself in letter writing or essay writing should thoroughly study these notes.

COMPOSITION.

COMBINATION AND PUNCTUATION OF SENTENCES—First Division-Combination of sentences: THE PARAGRAPH—(a) If words are combined into sentences to express thoughts, so sentences are combined into paragraphs to express fuller development of thought. A PARAGRAPH is defined to be such a portion of a composition as develops one thought or consideration. It is usually marked by a break in the composition, and the beginning of a new line. (b) The divisions of writings into paragraphs is less important than the division into sentences; still it has great ADVANTAGES; it pleases the eye, it relieves the attention of the reader, it presents to him distinct groups bearing on the same thought, and it accustoms young writers to arrange their sentences in an orderly manner. FIRST—The First Rule is that of UNITY. Separate into distinct paragraphs sentences that develop distinct considerations. Thus, for instances, in an essay, one paragraph may be introductory, another may define the subject treated, a third may compare it with a similar subject, a fourth contrast it with its opposite, a fifth assign its causes or origin, a sixth its effects or consequence, et cetera. If the paragraph thus formed appear rather long, subdivide it; for instance, paragraph each of

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the causes, or each class of causes or effects, et cetera. SECOND—The second rule is that of COMPLETENESS. Do not separate into distinct paragraphs sentences which must be read in connection to be properly understood, or which obviously belong to the same consideration. THIRD—The third rule is that of CLEARNESS. Usually the beginning of the paragraph should clearly indicate what portion of thought it proposes to develop; and throughout the whole paragraph, the leading word, subject, or idea should be kept prominently before the reader. For example, Newman in developing the definition of a gentleman as, "a man who never inflicts pain," opens the subject by laying down this definition, and then, throughout a long paragraph keeps, the "gentleman" as the prominent word in every sentence (Characteristics page 93). When a thought is sufficiently developed in one sentence, the sentence itself then constitutes a paragraph. We even find that one long period of a special kind is often developed into several portions printed separately after the manner of paragraphs. This occurs in. "Solemn Resolutions" drawn up in the form of an elaborate period as in the memorable "Declaration of Rights" adopted by the first Continental Congress in 1774. In such documents it is usual to assign a distinct paragraph to every clause beginning with the conjunction, "Whereas" and to every one of the resolutions. FOURTH—Two points require special attention in the composition of paragraphs, namely, THE

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CONNECTION OF THE SENTENCES with one another and the transition from one paragraph to the next. The connection of sentences is usually indicated by conjunctive words and phrases; these are of the co-ordinate kind; the subordinate ones unite dependent with principal clauses. The phrases used for RETURNING are chiefly "To return," "To proceed," "To resume;" those for summing up, "In short," "In a word," "On the whole," "To conclude," "In conclusion," "To sum up," et cetera. Any of these conjunctional words or phrases may be used to connect paragraphs. FIFTH—When the connection between the sentences is obvious the TENDENCY IN OUR LANGUAGE is to omit the connective, on the correct principle that superlative words are generally worse than useless. But when the connection is not obvious it is a great mistake to neglect such links of thought; many writings are obscure owing to such omissions, because the reader does not know whether a sentence contains an illustration of the preceding sentence, or an exception, or is the beginning of a new consideration. SIXTH—There is one class of connectives which is of special importance, namely, those which indicate a TRANSITION from one portion of our subject to another. They are like the bolts and hinges that connect the larger portions of a machine. Sometimes the transition contains two parts, one referring to what precedes by such words as, "hitherto," "so far," "we have seen," "it has been proved," et cetera, and the

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other part introducing the new matter by such words as, "next," "besides," "in the second place," "we shall now," et cetera. In reasoning, transitions should not be lightly dispensed with. In order that the reader may follow us with ease and profit, he should at all times see what we are striving to prove and what particular argument is proposed for his consideration. But in addresses to the passions, transitions are better hidden. Now sensational writers are always addressing the passions, hence they habitually dispense with connectives. This is one of the ways in which sensational literature is causing style to deteriorate. The best kind of EXERCISES on the combination of sentences consists in the constant application of these precepts to the compositions of the students. If students are made to carry out in practice what they learn in theory, the object of Rhetoric is fully attained.

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CHAPTER IX.

COURSE OF INSTRUCTION—*Concluded.*

Arithmetic.

This course is intended as an aid to those preparing to take examinations for the Federal Service and is useful as a guide to those who have never studied simple arithmetic, as well as to those who once "knew" but have long since forgotten. We have endeavored to solve problems such as will likely appear in the examination and have purposely avoided publishing very many rules or definitions, deeming it wiser to work out the problems and thus give an ocular demonstration of how the work is done, and the correct answer obtained.

It is important first of all, that one should know how to read figures. Very many mistakes in addition, substraction, multiplication and division are due largely to one's inability to read figures correctly. The following information may therefore be of assistance to any who are in doubt.

READING NUMBERS.

When we spell a word, that is, when we read the letters in the word, we read from left to right.

To read a number we do the same thing, for we read the figures from left to right.

325 is read "Three hundred twenty-five."

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The number is read differently if we wish to tell the place and value of a certain figure, for then we read the figures themselves from right to left, thus:

325 means 5 units, 2 tens, 3 hundreds.

Never use "AND" in reading whole numbers.

325 should never be read "Three hundred and twenty-five," but "three hundred twenty-five."

Numbers between ten and twenty are composed of tens and units as shown above.

Eleven means 1 ten and 1 unit; twelve, 1 ten and two units, etc.

Up to ten units we simply name the number of units by the given figure.

Up to ten tens the tens are named by the second figure from the right.

70 means 0 units and 7 tens.

Ten, 10, means 1 ten.	Sixty, 60, means 6 tens.
Twenty, 20, means 2 tens.	Seventy, 70, means 7 tens.
Thirty, 30, means 3 tens.	Eighty, 80, means 8 tens.
Forty, 40, means 4 tens.	Ninety, 90, means 9 tens.
Fifty, 50, means 5 tens.	

If the number has more than 10 tens the groups of tens are arranged into larger groups called hundred.

One hundred, 100.	Four hundred, 400.
Two hundred, 200.	Five hundred, 500.
Three hundred, 300.	Six hundred, 600.

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Seven hundred, 700. Nine hundred, 900.
Eight hundred, 800.

Twenty-one, 21, 2 tens 1 unit.
Twenty-two, 22, 2 tens 2 units.
Twenty-three, 23, 2 tens 3 units.
Seventy-five, 75, 7 tens 5 units.
Ninety-two, 92, 9 tens 2 units.
Forty-six, 46, 4 tens 6 units.
Eighty-nine, 89, 8 tens 9 units.

Numbers between 100 and 1,000 are read by naming the hundreds, tens and units in succession.

Thus:—

192—One hundred ninety-two.
652—Six hundred fifty-two.
207—Two hundred seven.
Read 1,892,632.

Here the 2 represents 1's, or units of the first order.

Here the 3 represents 10's or units of the second order.

Here the 6 represents 100's, or units of the third order.

Here the 2 represents 1,000's, or units of the fourth order.

Here the 8 represents 100,000's, or units of the sixth order, etc., etc.

The order of any figure is the number of its place, starting from the right.

In reading large numbers we arrange the orders into groups of three figures each.

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We call each group a period.

Commas are used to keep the periods separate.

NAMES OF THE PERIODS.

Units,	Quintillions,
Thousands,	Sextillions,
Millions,	Septillions,
Billions,	Octillions,
Trillions,	Nonillions,
Quadrillions,	Decillions,

Trillions	Billions	Millions	Thousands	Units
225,	902,	302,	472,	399.

ROMAN NUMBERS.

When we look at our clock or watch we find different kinds of numbers. These are called Roman Numbers. While these are not in general use, it is well to recognize them and know their value when they appear. From the following characters, all the roman figures, from 1 to 100 may be formed.

I—1.

V—5.

X—10.

L—50.

C—100.

There are two things which should always be remembered, namely;

1. When a small Roman Numeral is placed before a larger one—subtract.

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2. When a small Roman Numeral is placed after a larger one—add.

Thus:

Here V—5 and I—1.

The larger Roman Numeral is placed before the smaller, so we would add.

VI

5 and 1—6.

Then VI—6.

Here X—10.

Then IX—9. Why?

XIX

And XIX—19. Why?

FACTS OF INTEREST.

The following facts about the origin and development of Roman Notation will tend to fix the characters in one's mind.

At first one was written I,
At first two was written II,
At first three was written III.
At first four was written IIII,
At first five was written IIIII,
At first six was written IIIIII,
At first seven was written IIIIIII,
At first eight was written IIIIIIII,
At first nine was written IIIIIIIII.

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It took too long to make ten marks and too long to count them after they were made, so one mark with another cross it was used to denote 10 thus X. The upper or first half of the X or V was used to show 5.

At first twenty was written XX.

At first thirty was written XXX.

At first forty was written XXXX.

At first ninety was written XXXXXXXXX.

It took too long to make the crosses and too long to count them in reading, so [was used to show 100. Half of the [or L was used to show 50. The [gradually became C in trying to make the [rapidly.

Write these where you can see them plainly:

I—1	XV—15	XXIX—29
II—2	XVI—16	XXX—30
III—3	XVII—17	XXXI—31
IV—4	XVIII—18	XXXII—32
V—5	XIX—19	XXXIII—33
VI—6	XX—20	XXXIV—34
VII—7	XXI—21	XXXV—35
VIII—8	XXII—22	XXXVI—36
IX—9	XXIII—23	XXXVII—37
X—10	XXIV—24	XXXVIII—38
XI—11	XXV—25	XXXIX—39
XII—12	XXVI—26	XL—40
XIII—13	XXVII—27	XLI—41
XIV—14	XXVIII—28	XLII—42

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XLIII—43	XLVII—47	LX—60
XLIV—44	XLVIII—48	LXX—70
XLV—45	XLIX—49	LXXX—80
XLVI—46	L—50	XC—90

RULES FOR READING MEASUREMENT.

In the preceding pages, we have been showing you how to read "how many;" our next step is to show you how to read "how much."

Measurement and comparison of objects and numbers are very important in the study of arithmetic. It has been said that real arithmetic consists of the measuring of quantity.

Repeating rules and tables is of little value, if one does not know what each denomination means. It is fine to know the "tables," but it means more to know what they mean. What does a peck mean? An hour? A yard? It is impossible to make arithmetic too practical.

Objectively, it is well to learn, or at least to keep in mind, if one already knows it, that,

12 inches make 1 foot.
3 feet make 1 yard.
12 things make 1 dozen.
5 cents make one nickel.
10 cents make one dime.
2 pints make 1 quart.
8 quarts make 1 peck.

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4 pecks make 1 bushel.
7 days make one week.
16 ounces make 1 pound.

SIGNS IN COMMON USE.

There are certain signs used in Arithmetic with which every student should be thoroughly acquainted, as they are frequently used. Here are some of the most common among them:

+This sign is read *and* or *plus*. We say "2 apples and 2 apples are 4 apples." We write it this way.

2 apples
+2 apples, the sign + before the last figure indicates that we are to combine the numbers by adding them.

Whenever you see the sign + it means that the numbers with which it is used are to be added.

= These two short straight lines are read *equals* or *are*. They show that the numbers joined or connected by the sign = are equal, as 4+2=6; 4+2=3+3. In the first case 4+2 are 6, so we write it 4+2=6. In the second case 4+2 are 6 and 3+3 are 6. We can show that they are equal by writing it thus:

4+2=3+3.

The number or numbers on the left of the sign equal those on the right of it.

— This sign is read *minus, less* or *from,* and is the sign of difference or subtraction. Whenever it is used it means that the number after it is to be taken away from the

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number before it. 4—2 means that we are to take 2 from 4 or subtract 2 from 4.

We may read it 4 less 2, 4 minus 2 or 2 from 4. The meaning is the same in all three. The expression 4 minus 2 is the best one.

$\times$ This sign means *multiplied by*. 6×3 should be read, 6 multiplied by 3. It may be read 6 times 3.

The sign shows that number before it is to be taken as many times as there are units in the number after the sign.

In 6×3 it means that 6 is to be taken 3 times.

When the number after the sign has a name, as $3\times\$5$; 4×6 cows, etc., read the sign *times* always.

$3\times\$5$ is read 3 times \$5. To say 3 multiplied by \$5 is not right.

This sign is sometimes used in certain kinds of business so that it is read *by*. A pane of glass 10 inches wide and 14 inches long is indicated in this way: 10×14 and is read "10 by 14."

The size of timbers is also shown in that way, as a stick 4×5 means a stick 4 inches by 5 inches in diameter.

$\div$ This sign is read *divided by* and it shows that we are to find how many times the number after the sign is contained in the number before the sign. The sign may mean to find one of the equal parts of a number, as $\$8\div2$ may mean to $\frac{1}{2}$ of \$8.

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, This is an ordinary comma and is put between numbers to show that they are to be called separately, as 1, 2, 3, 7, 9, which means that numbers, one, two, three, seven, nine, are to be read as if written in words, each by itself.

The comma is also used to make the reading of large numbers easy. To read the number 2719346 would be slow if commas were not used to show the hundreds, thousands, etc. If written in this way—2,719,346 you see at a glance that 2 is millions, the 719 is thousands, etc.

. This sign is made like an ordinary period, but is called a decimal point. The most common use of this mark is in writing dollars and cents. The decimal point is always put directly after the dollars' figures, or just before the cents' figures, as in $45.05, which is read, "Forty-five dollars and five cents."

The decimal point is always read AND.

∴ These three dots arranged as shown are read *therefore*. They may be read *hence*. This sign is often used in the last sentence of a solution.

( ) The parenthesis indicates that all the numbers contained therein are to be considered together, as—

$$4\ (6-3+2+4)$$

means that all of that part within the parenthesis are to be treated together; in this case multiplied by 4.

Other signs that are used in the same way are:

Brackets [4—3]

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The vinculum 4—2+3
Braces 6—4+2
These are called signs of aggregation.

ADDITION.

Now that we have learned how to read figures and signs, we are ready to begin simple addition. We should remember in the very beginning that having one figure wrong in an answer makes a failure. Unless we get our results absolutely correct our work is worthless. Making a mistake of one in adding the units column will cause someone to lose.

Addition is the process of finding the sum of two or more like numbers. Numbers in addition are sometimes called addends. If you were to add four, six and ten, each of these may be called addends. The sum is the name of the number you get when you have finished adding. You can only add numbers of the same name and the sum must always bear the same name as the addends. For instance, if you were told to add 80 horses, 80 cows, 80 sheep, 80 pigs and 80 chickens, it would be impossible to do so, but if you were asked how many animals were contained in the number, the answer would be 400.

Speed in addition is not as valuable as accuracy. There are several methods used in addition, some of which find favor because they combine both speed and accuracy. The old fashioned way was as follows:

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342678	74286
172495	89324
546937	96989
295699	17640
187564	50963
443250	38296
987209	71724
643278	47898
895469	50465
956987	32985
734658	79685
6206224	600255

Some people who do addition while surrounded by others in conversation, use the following methods. This is safe because one can detect and change an error quickly.

$5280.
9760.50
349.
4006.75
132.12

16
21
19
23
18
24

$2605126

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Some bankers use the following methods, which is similar to the one just used except that in adding the columns the number carried is "added in" to each partial sum.

$5280.
9760.50
349.
4006.75
6522.89
132.12

16
22
21
25
20
26

$26,051.26

This is an improvement over the other method because it does not require addition. We only read the two bottom figures and those on the right hand side and we find the sum of the whole.

To prove that your addition is correct, write the numbers in two groups. Find the sum of each group. Add the sums of the two groups. If the result is the same as when

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the numbers were added in one group, the result must be correct. Thus:

273	273	
456	456	
	729	729
629	629	
384	384	
1742	1013	1013
		1742

Accountants sometimes use a plan called casting out the nines, thus:

7926—24—6
4356—18—9
1824—15—6+
9263—20—2
7856—26—8

31225—13—4

31—4

EXPLANATION: First add the columns in the regular way. Add each column horizontally, left to right. The results are 24, 18, 15, etc. Add these horizontally and you have 6, 9, 6, etc. You have now reduced all to one column. It is 31. This added horizontally is 4.

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Add the sum 31225 horizontally until you have but one figure in it and you also have 4. This proves your answer correct.

The following illustrates where it is necessary to carry the horizontal additions a step further:

986745—39—12—3
726824—24— 6—6
91σ348—31— 4 +16—7
992973—39—12—3

3622390—25— 7—7

We are now ready for some problems. Here is a simple one to start with:

A farmer bought an outfit as follows: A plow for $9, a team of horses for $326, a harvester for $187, and a thresher for $1229, and wagons for $279. What did all cost him.

WORK:

Have it written in this way:

$ 9 cost of plow
326 cost of horses
187 cost of harvester
1229 cost of thresher
279 cost of wagons

$2030 cost of all

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Here is another:

Jones bought a farm for $3625. He built a house on it for $7500 and a stable that cost $1240. He paid $125 insurance on it and $85 for taxes. He wishes to sell it so as to gain $1700. What must he get.

$ 3625	cost of farm
7500	cost of house
1240	cost of stable
125	insurance
85	taxes
1700	gain
$14275	selling price

You must first get back all of the money spent upon it before there can be any gain. In addition to all that you must get $1700.

This one illustrates the necessity for reading and placing the numbers correctly.

Add twelve thousand forty-five, six hundred ninety-eight, twenty-four thousand eight hundred eighty-seven, sixty-three thousand four hundred forty-eight, nine hundred

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ninety, one thousand five hundred seventy-seven, sixteen hundred two, and twenty thousand nine.

12045
698
24887
83448
990
1577
1602
20009

125266

If there is any difficulty with such problems, it is because the pupil does not know how to read and write numbers. The only way to get rid of the difficulty is to review thoroughly this part of his work.

Try this one:

What is the distance around a piece of land that is 125 rods on the north, 112 rods on the east, 90 rods on the south and 116 rods on the west.

125 rods
116 rods
90 rods
112 rods

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125 rods on N.
112 rods on E.
90 rods on S.
116 rods on W.

443 rods in all

All figures should be neat as well as correct in arrangement.

SUBTRACTION.

Subtraction is the process of taking one number from another. Remember, however, that you cannot take horses from cows, pens from pencils, etc. The names of the numbers used in subtraction are:

The *minuend* which is the greater of the two numbers.

The *subtrahend* which is the smaller of the numbers.

The *remainder* or *difference* which is the number left when the subtraction has been done. Thus:

9 minuend
7 subtrahend

2 remainder or difference

Always write the numbers so that the units' figures are in one column, the tens' figures in another, and so on. In writing your answer follow the same rule.

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In subtraction we sometimes have to borrow. Thus:

91 Since we cannot take 8 units from 1 unit, we take
28 one of the 9 tens and change it to units. This is
— ten units. 10 units added to 1 unit are 11 units.
63 Now we can take 8 units from 11 units and the the remainder is 3. Write the 3 under the units.

Since we changed 1 ten of the 9 tens to units, there is but 8 tens left. 2 tens from 8 tens leaves 6 tens. Write the 6 under tens.

In subtraction where there are three or more figures in the minuend and the subtrahend, we simply borrow one of the next higher number and change it to the order or number we are considering. Thus:

729 When you get to the tens' place you cannot take 4
342 tens from 2 tens. Take one of the 7 hundreds and
—— change it to tens. This gives you 10 tens, which
387 added to 2 tens makes 12 tens. Now 4 tens taken from 12 tens leaves 8 tens, and 3 hundreds from 6 hundreds leaves 3 hundreds.

When we find an 0 in the minuend we work the problem thus:

90 You cannot take 5 units from 0 units. Take one
34 of the 9 tens and change it to units. This makes
— 10 units. 4 units from 10 units leaves 6 units.
56 Write the 6. 3 tens from 8 tens leaves 5 tens. Write the 5.

Computers sometimes use the following method because

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it gives greater rapidity and accuracy than the other method.

Find the difference between 725 and 432.

725 Imagine you are adding with the sum written above.
——— Insert the missing figures to form the sum as you
432 work. 3, 9, 2. Think of 2 and 3 as 5; 3 and 9 as
293 12; 5 and 2 as 7. You may talk it this way: 3 and 2, 5; 9 and 3, 12; 3 and 4, 7.

When there are two or more 0's in the minuend, solve the problem thus:

4009 When you get to the tens' place there are 0 tens
1327 from which you can take 2. Neither are there
——— hundreds from which you may take 1 hundred and
2682 change it to tens.

Therefore, cross to the 4 thousands and take 1 thousand. Change this to 10 hundreds. Now take 1 of these 10 hundreds and change it to tens. Then 2 tens from 10 tens leaves 8 tens. 3 hundreds from 9 hundreds leaves 6 hundreds and 1 thousand from 3 thousands leaves 2 thousands.

Here is a problem:

The greatest depth of water ever measured is 29,400 feet. The highest mountain peak is Mount Everest, 29,062 feet. How much greater is the distance to the bottom of the sea than to the top of Mount Everest?

29,400 feet The distance to the bottom of the sea is
29,062 feet as much greater than the distance to the top
——— of Mount Everest as the difference in the
338 feet distances, which is 338 feet.

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In such problems the measurement used begins at sea level. One great trouble in the solution of problems is that some do not understand the conditions.

From Buffalo to Boston by rail is 499 miles. From Buffalo to Chicago by rail is 539 miles. How much farther is it from Buffalo to Chicago than from Buffalo to Boston?

539 miles
499 miles
———
40 miles

The distance from Chicago to Buffalo is as much farther than that from Buffalo to Boston, as the difference between 539 miles and 499 miles, which is 40 miles.

Here is a problem involving both addition and subtraction:

Gardner went into business with $7000. The first year he earned $925. His expenses were $325 for rent and $732 for living. What was he worth at the end of the year.

$7000	$ 732
925	325
$7925	$1057
1057	
$6868	

MULTIPLICATION.

Multiplication is a short process of finding the sum when the addends are equal. When this sum is found it is

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called the product. The number representing the addends is called the multiplicand. The number showing how many addends is known as the multiplier. A thorough knowledge of the multiplication tables is also absolutely necessary. To do good work in arithmetic, these tables must be memorized.

Multiplication after all, is only a short way of adding.

225×4

This means that we are to find what number is equal to 225 taken 4 times. By addition we have:

$$\begin{array}{r} 225 \\ 225 \\ 225 \\ 225 \\ \hline 900 \end{array}$$

By the short way we write it in this form:—

$$\begin{array}{r} 225 \\ \times 4 \\ \hline 900 \end{array}$$

You at once see that this means much less writing, for if you were to try to find what number equals 225 taken one hundred times, you would have to write 225 one hundred times in a column and then add. That would take too long.

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The short way is as below:

225
×4
———
900

4 times 5 ones—20 ones; 20 ones—2 tens and no ones; write 0 to show 0 ones.

4 times 2 tens—8 tens; 8 tens and the two tens from the twenty ones—10 tens; 10 tens—1 hundred and 0 tens; write 0 to show no tens.

4 times 2 hundreds—8 hundreds and 1 hundred—9 hundreds.

Now we have written 900 which is the same number we had from adding the long way.

Multiplying is merely repeating a number a certain number of times and finding the sum.

Instead of calling the short way addition, we call it multiplication. To illustrate the use of technical terms in multiplication, see the following:

Long way: 42 multiplicand
×2 multiplier
———
2×2 units 4
2×2 unitens 80
———
84 product.

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Short way: 42 multiplicand
×2 multiplier

84 product

Explanation of short way:

2×2 units—4 units. Write the 4.
2×4 tens—8 tens. Write the 8.
Product 84.

When carrying is necessary, the following will aid you to understand:

Long way: 85 multiplicand
×5 multiplier

25 partial
400 products

425 product.

Short way: 85
×5

425

Explanation: 5×5 ones—25 ones; 25 ones—2 tens and 5 ones. Write the 5 ones; carry the 2 tens.

5×8 tens—40 tens; 40 tens and 2 tens are 42 tens; 42 tens—4 hundred and 2 tens. Write.

The product is 425.

Short and practical explanation:

5×5—25; write 5 carry 2.
5×8—40; 40 and 2—42; write 42.
Product is 425.

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When the multiplier is greater than ten, note this solution:

Long way:	42	Short way:	42
	×23		×23
3×42—	126		126
20×42—	840		84
23×42—	966		966

Always place the right-hand figure of each partial product under the figure you multiply by.

Add the partial products for the complete product.

Here is a problem with an 0 in the multiplier:

Long way:	612	Short way:	612
	×402		×402
	1224		1224
	000		2448
	2448		246024
	246024		

Explanation of short way: It is not necessary to multiply by the 0. Keep in mind that the first figure of each partial product should be written directly under the figure multiplied by.

That saves the work of writing the row's of 0's.

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It is always best to prove that your answer to a problem is correct. In multiplication the proof consists merely in reversing the positions of the multiplicand and the multiplier, and performing the multiplication in the usual way. If the product (or answer) is the same in both cases the work is correct.

Thus:

The multiplication:	The proof:
42	25
×25	×42
210	50
84	100
1050	1050
123	475
×475	×123
615	1425
861	950
492	475
58425	58425

DIVISION.

Division is only the opposite of multiplication. It is more troublesome than either addition or subtraction, be-

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cause there are three distinct uses of division. Here they are:

First use explained: (Partition).

What is ¼ of 24 cents?

Here 24 cents is the sum of money to be divided.

It is to be divided by 4.

The result shows the size of each part:—Number of equal parts: 4) 24c. money to be divided.

6 size of each part.

Second use explained: (Division by measurement).

How many times is 8 cents contained in 32 cents? The size of each part is 8 cents, and the result gives the number of equal parts.

Size of each part 8c)32c money to be divided.

4 number of equal parts.

Third use explained: (Ratio Idea).

There are 36 acres in one lot and 9 acres in another. The first lot is how many times as large as the second?

From the division we know that 36 acres contains 9 acres 4 times. Then 36 acres is 4 times as large as 9 acres; or, 36 acres is to 9 acres as 4 acres is to 1 acre.

This on the ratio idea leaves the impression that the other work does not embrace the ratio principle. Any comparison of numbers embraces the ratio idea.

In division the number divided is the dividend.

In division the number we divide by is the divisor.

In division the result of dividing is the quotient.

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In division the number sometimes left over after dividing is the remainder.

In division the divisor is the number that shows the size of each part.

In division dividend is the number to be divided.

In division quotient is the number that shows the number of equal parts.

Things to notice:

1. When the quotient shows the number of times or number of equal parts, it has no name.

2. When the division has no name, the quotient and dividend have the same name.

3. When the divisor and dividend have the same name, the quotient has no name.

4. The remainder is always like the dividend.

Ways of Expressing Division:

1. 36÷9 is a very common way and is usually read "36 divided by 9."

2. 36/9 is another common method and is read, "36 divided by 9," "the ratio of 36 to 9," or "36 ninths."

3. 36:9 is the ratio method of expression and read "The ratio of 36 to 9" or "36 is to 9."

4. 1/9 of 36 is usually read, "one-ninth of 36." This is the fractional method of expressing division.

5. The sign 5) is used to indicate division.

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Thus 5)10 means the same as $10 \div 5 = 2$, $\frac{10}{5} = 2$.

There are two kinds of division, namely, Long Division and Short Division.

SHORT DIVISION.

When the divisor is less than 12, the division is done mentally and the process is called short division.

In short division the divisor should be written to the left of the dividend and the quotient below the dividend.

Example:

Divide 84 by 7

Work:—7)84

12 quotient

Solution:

1. 8 tens divided by 7 is 1 and 1 remaining. Write the 1 below the 8.
2. The remainder 1 is tens, 1 ten or 10 units+4 units equals 14 units.
3. 14—7=2. Write the 2 below.
4. Quotient=12.

Short solution: To be used when the process is understood.

1. 8 divided by 7 is 1. Write the 1. One over.
2. 14 divided by 7 is 2. Quotient 2.

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What to do with the remainder.

Divide 185 by 6.

Work:—6)185

30 5/6 quotient.

Solution:

1. 6 in 18, 3 times. Write the 3 below the 8.
2. 6 in 5, 0 times. Write the 0.
3. Quotient 30 5/6.

Long division is nothing more or less than short division, only the products are written, instead of carried in the head.

Perhaps you will need some help in seeing how much of the dividend you should use in each division.

Some of the best instructors use the following to lead up to an understanding of this:

1. Begin long division by using 25 as the divisor.

Ask questions like these—How many times is 25 contained in 100? in 99? in 85? in 79? in 105? in 122? in 200? in 195? in 187? in 205? in 220?

Change and divide by 24; by 23; by 26; by 27; etc. The idea is to have you think of 24, 23, 26, 27, etc., as being 25 (about).

2. Divide using 50 as the divisor.

Change and divide by 49, by 42, by 60, by 70, etc.

3. Proceed using 100 in a similar manner.

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PRACTICE EXAMPLES IN LONG DIVISION

1. 625—25=?
2. 1275—25=?
3. 7225—25=?
4. 625—23=?
5. 1275—26=?
6. 7225—20=?

There are three difficulties in long division:

1. When the partial dividend contains one or more figures than the divisor.

2. When the trial quotient figure is not the true quotient figure.

3. When the quotient contains 0's.

How to overcome the first difficulty.

Divide 345 by 23

```
                1
              ----
Work:—23)345  Here the partial dividend 115,
      23      contains one more figure than the
      ---     divisor.
      115
```

Explanation:

There is difficulty in telling exactly how many times 23 is contained in 115.

How to do it:

Take the left-hand figure of the divisor and find how

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many times it is contained in the first two figures on the left of the partial dividend, 11.

The 2 is contained in 11 about five times. Then we say that 23 is contained in 115 five times. Multiply out and it is found to be correct. This is the way to find the trial quotient figure. Hence to find the trial quotient figure:

Divide the first or the first two figures on the left of the partial dividend by the left-hand figure of the divisor, and so continue.

How to overcome the second difficulty:

Divide 342 by 26.

```
          14
        ----
Work:—26)342   Here the trial quotient figure 4
         26    is not the true quotient figure.
        ----
          82
         104
```

Explanation: 2 is contained in 8 four times and naturally one would write 4 as the quotient figure. But after multiplying, 4 is found to be too large, which means that the trial quotient figure is not the true quotient figure.

1. When the remainder is smaller than the divisor, the trial quotient figure is the true quotient figure.

2. If the remainder is larger than the divisor, the trial quotient figure is too small.

3. If it is impossible to subtract, because the number

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to be subtracted is too large, the trial quotient figure is too large.

```
26)342(13
   26
  ---
   82
   78
  ---
    4
```

Here the remainder, 4, is smaller than the divisor 26, so the trial quotient figure 3 is the true quotient figure.

```
   12
  ---
25)342
   26
  ---
   82
   52
  ---
   30
```

Here the remainder, 30, is smaller than the divisor, 26, so the trial quotient figure, 2, is too small.

```
   14
  ---
26)342
   26
  ---
   82
  104
```

Here the number to be subtracted, 104, is too large. The trial quotient figure is too large.

If the right-hand figure of the divisor is large, the trial

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quotient figure should be estimated smaller than it apparently should be at sight.

How to overcome the third difficulty:

Divide 4896 by 48

Work:—

```
      102
    ------
48)4896
   48
  ----
    96
    96
```

Here the quotient, 102, contains a 0.

Explanation:

Everthing proceeds all right until after the first subtraction. There is no remainder. Bring down the 9, but you see that 48 is not contained in it even once. Write a 0 in the quotient to show that the divisor is contained no times, and then bring down an additional figure.

The quotient in long division may be written either at the right or above the dividend.

Both methods have merit, therefore both ways are shown in the following example:—

Divide 2372 by 14

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First method

169 6/14

14)2372
14
97
84
132 quotient equals 169 3/7
126
6 remainder

Second method

14)2372(169 6/14
14
97
84
132
126
6 remainder

14 is contained in 23 hundreds 1 (hundred) time and 9 hundreds remaining. Write 1 in the hundreds' place in the quotient.

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9 hundreds or 90 tens plus 7 tens equals 97 tens. 14 is contained in 97 tens 6 (tens) times, and 13 tens remaining. Write the 6 in the tens' place in the quotient.

13 tens or 130 units—2 units—132 units. 14 is contained in 132 units 9 (units) times and 6 units remaining. Write the 9 in the units' place.

Write the remainder 6 over the divisor 14 to show that it is still to be divided. Reduce 6/14 to lowest terms, 3/7. Quotient 169 3/7.

A short explanation would be:

23÷14=1 and a remainder.

1×14=14. 23—14=9.

Bring down the 7.

97—14=16. 6×14=84. 97—84=13.

Bring down the 2.

132—14=9. 9×14=126. 132—126=6.

Quotient 169, remainder 6.

Complete quotient 169 3/7.

One place where the old way of writing the quotient to the right of the dividend seems advisable is in cases like the following, where it saves the rewriting of numbers:

47×64÷23=?

Work:—47
64

188
282
---

23)3008(130-18/23
23

70
69

18

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When the Divisor Ends In One or More 0's:

The student should see that in dividing a number by ten, he is simply finding the number of tens in that number.

$$365 \div 10 = ?$$

Here you will see at a glance that 365 has 36 tens and 5 units. To divide by ten strike off the units as a remainder.

Divide 523 by 100.

We see that there are 5 hundreds in 523, with 2 tens and 3 units as a remainder. Thus to divide by one hundred strike off the tens and units as a remainder.

If we wish to divide by 200, we strike off the tens and units and divide by 2; by 300, strike off the tens and units and divide by 3, etc.

Divide 4752 by 300.

15-252/300 quotient.

300)4752

252 remainder.

Note: The remainder is the number remaining after the division, *plus the part struck off.*

Divide 239, 806 by 18,000.

13-5806 quotient

18000

18000)239806

18

59

54

5806 remainder

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When the divisor ends in one or more 0's:—

1. Cut off the 0's on the right of the divisor.

2. Cut off the same number of figures on the right of the dividend.

3. Divide what remains of the dividend by what remains of the divisor.

PROOFS IN DIVISION.

The Best Way: The best way to prove work in division is to multiply the quotient by the divisor and add the remainder, if there is one.

The result will equal the dividend if the work is correct.

Example: Divide 600,181 by 937.

Work:—640-501/937

```
937)600181
    5622
    ----
    3798
    3748
    ----
     501
```

Problems and Solutions.

LESSON NO. 1.

Question:

1. (a) Add by sevens to 105 beginning 0, 7, 14.
   (b) Add eights to 104 beginning 0, 8, 16.

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(c) Add by nines to 108 beginning 0, 9, 18.

Solution:

1. (a) 0, 7, 14, 28, 35, 42, 56, 63, 70, 77, 84, 91, 98, 105.

(b) 0, 8, 16, 24, 32, 40, 48, 56, 64, 72, 80, 88, 96, 104.

(c) 0, 9, 18, 27, 36, 45, 54, 63, 72, 81, 90, 99, 108.

Question:

2. Add 386 million 591, 546 million 311 thousand 122, 796 thousand 351, 84 hundred 1, 9 thousand, 86 thousand 521, 3 hundred 58 thousand 6 hundred, 8 million 888 thousand eight hundred eighty-eight, one hundred million.

Solution:

2.	386,000,591
	546,311,122
	796,351
	8,401
	9,000
	86,521
	358,600
	8,888,888
	100,000,000
	1,042,459,474

Question:

3. Subtract by eights from 105 to 1, from 106 to 2,

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from 107 to 3, from 100 to 4, from 101 to 5, from 102 to 6, from 103 to 7, from 104 to 8.

() Subtract by nines from 100 to 1, from 101 to 2, from 102 to 3, from 103 to 4, from 104 to 5, from 105 to 6, from 106 to 7.

Solution:

3. 105, 97, 89, 81, 73, 65, 57, 49, 41, 33, 25, 17, 9, 1.
106, 98, 90, 82, 74, 66, 58, 50, 42, 34, 26, 18, 10, 2.
107, 99, 91, 83, 75, 67, 59, 51, 43, 35, 27, 19, 11, 3.

(a) 100, 92, 84, 76, 68, 60, 52, 44, 36, 28, 20, 12, 4.

(b) Similar.

101, 93, 85, 77, 69, 61, 53, 45, 37, 29, 21, 13, 5,
102, 94, 86, 78, 70, 62, 54, 46, 38, 30, 22, 14, 6.
103, 95, 87, 79, 71, 63, 55, 47, 39, 31, 23, 15. 7.
104, 96, 88, 80, 72, 64, 56, 48, 40, 32, 24, 16, 8.

Question:

4. (a) A clock strikes 156 times a day. How many times does it strike in a leap year—366 days?

(b) New York contains 47,620 square miles, Texas 262,290. How many states as large as New York can be made of Texas and how many square miles will be left over?

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Solution:

4. (a)

156
366

936
936
468

57096

(b)

47620)262290(5
23810

2419

Ans. 5; 2419

Question:

5. When 0.7 of a ton of coal is worth $6.30 what will be the cost of 12.5 tons?

(b) Twelve dozen penknives cost $90. If they are sold at $0.75 each what will be the gain on each?

5. (a)

7)63

$9—price of 1 ton.

12.5
9

112.50 Ans.

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(b) 144)90.0(0.625
86 4

3 60
2 88

720
720

0.75
0.625

0.125 Ans.

Question:

6. A mechant bought 575 pounds of sugar for $51.75; he sold 4/10 of it at $0.11 per pound, and the remainder at $0.125. What was his gain?

Solution::

6. 575
0.4

230.0
0.11

2.30
2.30

25.30

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575.
230.

345
0125

1725
690
345

43125
2530

68425
5175

16.675

Ans. 16.675

Question::

7. A boy picks blueberries in a pasture, giving to the owner of the pasture for the privilege, 1 quart out of every 8 quarts. In 2 days he picks 48 quarts and sells his share of the berries for $3.78. What did he get a quart?

Solution:

7. 8)48(6 486

42

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42)3.78(0.09
3.78
$0.09 Ans.

Question:

8. If 50 men work on a railroad at the same price per day, and if, at the end of the week, they all together receive $1575, what price per day does each man receive?

Solution:

8. 50)1575(10.5
15
75
75
6)10.50($1.75 Ans.

Question:

9. Boys in playing hare and hound, run 3.876 miles. The hares drop a piece of paper every 4.75 feet on the average. How many pieces do they drop?

Solution:

9. 5280
3.876
31680
3696
4224
1584
20465.280

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475)2046528(4308 Ans.
1900
1465
1425
4028
3800
220

Question:

10. A confectioner sells 2/3 of 1/2 bushel of walnuts. What part of the bushel remains and what will it bring at 15 cents per quart?

Solution:

10. $2/3 \times 1/2 = 1/3$, $1 - 1/3 = 2/3$.

1 bu. contains 32 qts.

$2/3 \times 32 \times \$0.05 = \$3.20$ Ans.

LESSON NO. 2.

Question:

1. Add 8 million, 324 thousand, 7 hundred 96; 15 million, 289 thousand, 4 hundred 85; 91 million, 285 thousand, 4 hundred 12; 15 million, 16 thousand, 8 hundred 96.

Solution:

8,324,796
15,289,485
91,825,412
15,116,896
130,556,589 Answer.

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Question:

2. Find the sum of three million, eight hundred twenty-four thousand, five hundred twenty-six; forty million, nineteen thousand, eight hundred twenty-five; eighty-six million, two hundred fifty-four thousand, two hundred; five million, five thousand, five.

Solution:

3,824,526
40,019,825
86,254,200
5,005,005

135,103,556 Answer.

Question:

3. What is the sum of eighteen million, eighteen thousand, eighteen; thirty-five million, fifty-eight thousand, two hundred seventy-eight; fifty-four million, seven hundred forty-seven thousand, five hundred eighty-six?

Solution:

18,018,018
35,058,278
54,747,586

107,823,882 Answer.

Question:

4. Mr. George Peabody gave to the poor of London $2,250,000; to the town of Danvers, $60,000; to the

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Grinnell Arctic Expedition, $10,000; to the city of Baltimore, $1,000,000; to Phillips Academy, $25,000; to the Massachusetts Historical Society, $20,000; to Harvard University, $150,000; to Yale University, $150,000; to the Southwest, $1,500,000; How much did he give away?

Solution:

$2,250,000
60,000
10,000
1,000,000
25,000
20,000
150,000
150,000
1,500,000

$5,165,000 Answer

Question:

5. M. E. bought two farms. For one he paid $4560, and for the other $6000. He spent on each $537 for improvements, and paid Taxes which amounted to $78. He sold both farms for $12,450. Did he gain or lose on sale and how much?

Solution:

$ 4,560—cost of first farm.
$ 6,000—cost of second farm.
$ 1,074—Improvements.
$ 78—Taxes.

$11,712—Amount spent.

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$12,459—Farms sold for.

$11,712—Amount invested.

$738 —Gained. Answer.

Question:

6. An estate of $12,350 was divided among a widow and two children. The widow's share was $6175, the son's $2390 less than the widow's, and the rest fell to the daughter. What was the daughter's share?

Solution:

$6175 minus $2390 equals, $3785 son's share. $6175 plus $3785 equals widow's share and son's share $9960. $12,350, the entire estate minus $9960 leaves $2390-daughter's share.

Question:

7. On Monday morning a bank had on hand $2862. During the day $1831 were deposited, and $2172 drawn out; on Tuesday $3126 were deposited, and $1954 drawn out; How many dollars were on hand Wednesday morning?

Solution:

$2862-on hand plus $1831-1st day's deposit equals $4693, amount on hand before any was drawn out; less, $2172-drawn out equals, $2521-on hand at end of 1st day; plus, $3126, 2nd day's deposit equals, $5647, at end of 2nd day before any was drawn out. Less $1954 drawn out on second day, leaves $3693 on hand Wednesday morning. Answer.

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Question:

8. A merchant deposited in bank on Monday, $584; on Tuesday, $759; and on Wednesday, $327. During this time he drew out $987. How much did deposits exceed what he drew out?

Solution:

$584 plus $759 plus $327 equals $1670, total deposits. $1670 minus $987 drawn out equals $683, amount left. Ans.

Question:

9. Two ships are 7483 miles apart, and are sailing toward each other, one at the rate of 46, the other at the rate of 53 miles a day. How far will they be apart in 73 days?

Solution:

73 days × 46 miles equals 3358 miles; 73 days × 53 miles equals 3869 miles; add the two together equals 7227 miles the two travel. 7483 minus 7227 equals 256 miles. Answer.

Question:

10. I bought 156 barrels of flour for $1015. Finding 32 barrels of it worthless, I sold the remainder at $9 per barrel. Did I gain or lose and how much?

Solution:

156 bbls. bought minus 32 bbls. worthless equals 124 bbls. to be sold at $9 a bbl. which brings $1116. Deduct from this amount the $1015 and we gain $101. Answer.

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Question:

11. Two steamers start from the same place and sail in opposite directions, one at the rate of 18 miles an hour, and the other at 15 miles an hour. How far apart are they in 39 hours?

Solution:

39 hours × 18 hours equals 702 miles one travels; 39 hours × 15 miles equals 585 miles the other travels. Together 1287 Miles.

Question:

12. A freight train consists of 26 cars; each car contains 82 bbls. of flour, and each bbl. weighs 196 lbs. How many pounds of flour in the entire cargo?

Solution:

26×82×196 equals, 417,872 pounds. Answer.

Question:

13. If the circumference of a wagon wheel is 15 feet, how many turns will the wheel make in going 52,800 ft. or 10 miles?

Solution:

52,800 divided by 15 equals 3,520 turns. Answer.

Question:

14. A man wills $7,000 to his wife, $2,000 to a church, $1,000 to a school and the remainder to his 8 children in equal shares. What does each child receive, fortune being, $42,720?

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Solution:

$7,000 plus $2,000 plus $1,000 equals $10,000 devised to other than children; divide this by 8 equals $4,090 each child got.

LESSON NO. 3.

Question:

(a) 2.052×0.0037 Decimal

(b) 786×3.62 Multiplication.

(c) 42.53×0.686

(d) 763.24×4.078

Solution:

1. (a) 0.0075924 Ans.
   (b) 2845.32 Ans.
   (c) 29.13305 Ans.
   (d) 3112.49272 Ans.

Question:

(a) 9752.4 divided by 516.

(b) 738093 divided by 0023.

(c) 34968.18 divided by 381.

(d) 0004.4408 divided by 0112.

(e) 2041.2 divided by 0084.

(f) 0.03217 divided by 1250 to 9 places.

(g) 64000 divided by 016.

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Solution:

2. (a) 516)9752.4(18.9 Ans.

516

4592

4128

4644

4644

(b) 0023)738093(32091 Ans.

69

48

46

209

207

23

23

(c) 381)34968.18(91.78 Ans.

3429

678
381

2971
2667

3048
3048

(d) 0012)0004.4408(0.03965 Ans.

3.36

1.080
1.080

728
672

560
560

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(e) 0084)2041.2(24.3 Ans.

168

361
336

252
252

(f) 1250)0.03217(0.000025736 Ans.

2500

7170
6250

9200
8750

4500
3750

7500
7500

Question:

3. If a man can build 0.45 of a rod of a wall in one hour,

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how many rods will 4 men build in 3.8 days, working 7.5 hours per day?

Solution:

3.

7.5
3.8

60.0
225

28.50
4

114.0
0.45

570
456

51.30 Ans.

Question:

4. A merchant bought 575 lbs. of sugar for $51.75; he sold 4/10 of it at $0.11 per lb. and the remainder at $0.125. What was his gain?

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Solution:

4.

575
0.4

230.0
0.11

25.30
575
230

345
0.125

17.25
6.90
3.45

43.125
25.30

68.425
51.75

$16.675 Ans.

Question:

5. What must be paid for 9,785 lbs. of plaster at $6.75 per ton?

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Solution:

5. 2000)9785

4.8925
6.75

244625
242475
293550

33.024375

$33.02 Ans.

Question:

6. A dealer in New York retails coal at $7.75 per ton. If a ton costs $3.75 at the mine and $0.75 for freight, what will he make on 8,758 lbs. of coal?

Solution:

6. 3.75
75

4.50
7.75
4.50

3.25

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2000)8758(

4.379 tons

3.25

21895

8758

13137

14.23175

$14.23 Ans.

7. Divide $31.40 among 6 men and 11 youths, giving a youth 0.525 of a man's share Find each man's share.

Solution:

7. 0.525

11

525

525

5775

6

11.775

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11775)31400.0(2.66
23550

7850 0
7065 0

785 00
706 50

78 50

$2.67 Ans.

Question:

8. The large wheel of a bicycle is 14.37 feet around. How many times will it turn in going a mile?

Solution:

8. 1437)528000.0(367.4
4311

9690
8622

10680
10059

6210
5748

367.4 Ans.

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Question:

9. (a) Find the G. C. M. of 1792, 1847.

Find the G. C. M. of 3056, 3229.

(b) Find the L. C. M. of 6, 18, 22, 99.

Find the L. C. M. of 12, 20, 36, 54.

Solution:

9. 1792)1847(etc. 1 Ans. No. a. 12 20 36 54=540 L. C. M. Ans.

Others same 191 Ans. (b) 6 18 22 99=198. Ans.

Question:

10. A milkman having 30 cows which give on the average 8 quarts each a day, sells the milk at 5 cents per quart. How many pieces of cloth containing 40 yards each, at 12 cents per yard ought he receive for the milk of 6 days?

Solution:

$$10. \quad \frac{30 \times 8 \times 0.05 \times 6^{6} = 0.30}{40 \times 0.12 \qquad 0.02}$$

Equals 15 Ans.

Solutions should be done in decimals where possible.

LESSON NO. 4.

Question:

1. (a) 2847320 divided by .0004.

(b) 1304000 divided by .0004.

(c) 68751.6 divided by 9246.

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Solution:

1. (a) .0004)2847320.0000

7,118,300,000 Ans.

(b) .0004)130400.0000

3,260,000,000 Ans.

(c) 9246)68751.60(7.43+Ans.
64722

40296
36984

33120
27738

5382

Question:

2. (a) 1250.0 divided by 256 to 7 places.
(b) 276.766 divided by 371.
(c) 286000 divided by 013.
(d) 030. divided by 001.

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Solution:

2. (a) 256)1250.0000000(.4882812+Ans.

1024

2260
2048

2120
2048

720
512

2080
2048

320
256

540
512

28

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(b)

371)276.766(746 Ans.
2597

1706
1484

2226
2226

(c)

013)286000(22000 Ans.
26

26
26

(d)

001)030.

30 Ans.

Question:

3. What is the retail price of coal per ton when 17,520 pounds are sold for $74.46?

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Solution:

3.

2000)175200.000(8.706 tons
16000

1520
1400

12000
12000

8706)74.46000($8.555+Ans.
69648

48120
43530

45900
43530

2370

Question.

4. How many pounds of plaster at $10.50 per ton can be bought for $131.25?

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Solution:

4. 10.50)131.250(12.5 tons

1050

2625

2100

5250

5250

12.5

2000 lbs. in ton.

25000.0 lbs. Ans.

Question:

5. A grain merchant bought corn @ 60 cents and rye @ 75 cents a bushel. He bought the same number of bushels of both kinds of grain and paid for both together $607.50. How many bushels of each did he buy?

Solution:

5. .60 price of corn.

.75 price of rye.

5 1.35 for each 2 bushels.

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1.35)607.50(450 bushels altogether or
540. 225 bushels of each. Ans.

675
675

0

Question:

6. Find the L. C. M. of 432 and 840.

(b) Find the L. C. M. of 949 and 2920.

(c) Find the L. C. M. of 1247 and 1769.

Solution:

6. (a)

432)840(1
432

408)432(1
408

24)408(17
24

168
168

Ans. 24.

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Solution:

(b)

```
949)2920(3
   2847
   ----
     73)949(13
        73
        --
       219
       219
       ---
```

Ans. 73.

(c)

```
1247)1769(1
     1247
     ----
      522)1247(2
          1044
          ----
           203)522(2
               406
               ---
                116)203(1
                    116
                    ---
                     87)116(1
                         87
                         --
                         29)87
                            3
                            -
```

Ans. 29.

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Question:

7. A farmer owns 132 acres of woodland, and 99 acres of pasture; he wishes to divide them into equal lots of the largest possible size. How many lots will there be, and what number of acres in each one?

Solution:

7. 99)132(1
99
—
33)99
—
3

Ans. 4 lots Woodland.
3 lots Pasture.
Each lot containing 33 acres

Question:

8. A milkman has four different measures, holding 2, 3, 5 and 6 quarts respectively. What is the smallest vessel that can be exactly filled by each of them?

Solution:

8. 2)2-3-5-6

3)1-3-5-3

1-1-5-1

$2\times3\times1\times1\times5\times1=30$ qt. vessel. Ans.

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Question:

9. Two apprentices carry 1147 and 961 ivory balls, respectively, from the workshop to the show room. The balls are carried in baskets of equal size, which are filled and emptied several times. How many balls in a basketfull?

P. 128 ± 8

Solution:

9.
$$
\begin{array}{r}
961)1147(1 \\
961 \\
\hline
186)960(5 \\
930 \\
\hline
30)186(6 \\
180 \\
\hline
6)30 \\
\hline
5
\end{array}
$$

Ans. 6.

Question:

10. How many jars of lard of 36 pounds each, at 8 cents per pound, must be given for 16 pieces of cloth containing 24 yards each at 48 cents a yard?

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Solution:

10. $36 \times .08 = \$2.88$ price of each jar.
$24 \times 16 \times 48 = \$184.32$.
$184.32 - 2.88 = 64$ jars. Ans.

Question:

11. A telegraph operator transmits 50 words averaging 4 letters each, in the space of 5 minutes. At the same rate, how many minutes will be required to send a despatch of 120 words, averaging 5 letters each?

Solution:

11. $50 \times 4 = 200$ letters in 5 minutes or 40 letters a minute.
$120 \times 5 = 600$ letters.
$600 - 40 = 15$ minutes. Ans.

LESSON NO. 5.

Question:

1. John Peters sold 9 firkins of butter weighing 78 lbs. each at 25 cents per lb. How many pieces of matting having 45 yards in a piece, at 30 cents per yard, should he receive? (Work decimally.)

Solution:

1. $\frac{39 \quad 0.05}{9 \times 78 \times 0.25}$ equals $\frac{1.95}{0.15}$

$\frac{45 \times 0.30}{5 \quad 0.15}$ equals 13 Ans.

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Question:

2. I earn $60 per week; what will remain at the close of the week when I have paid $6\frac{2}{3}$ pounds of butter at 33 cents a pound, $10\frac{1}{2}$ pounds of mutton at 20 cents per pound, 8 2/5 pounds of beef at 25 cents, 3 boxes of strawberries at 16 cents, 150 lbs. of ice at $\frac{1}{2}$ a cent, 20 loaves of bread at 10 cents, fuel $2, vegetables $3?

(Work decimally and in form of detailed account.)

Solution:

2. $6\frac{2}{3} \times 0.33 = \$2.20$
$10\frac{1}{2} \times 0.20 = 2.10$
$8\ 2/5 \times 0.25 = 2.10$
$3 \times 0.16 = 0.48$
$150 \times 0.005 = 0.75$
$20 \times 0.10 = 2.00$
2.00
3.00
$\$14.63$

Question:

3. A roll of carpeting containing 202 yards is cut into pieces of $25\frac{1}{4}$ yards each, and each piece is sold for $\$2\frac{1}{2}$. Required the number of pieces and the price per yard?

Solution:

3. 202 divided by $25\frac{1}{4}$ equals $\frac{202}{1} \times \frac{4}{101}$ equals $\frac{8}{2}$

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$32½ equals $32.50 and 25¼ equals 25.25.

2525)3250(1.29
2525

7250
5050

22000
22725

Question:

4. A grocer sells 2 3/8 pounds of tea to one man, 1½ pounds more to a second man than to the first and to a third man 1¼ pounds less than the amount he sold the first and second together. How many pounds did he sell to the second man, and how many to the third man?

P. 169 # 6 Solution:

4. 2⅜ plus 1½ equals 2⅜ plus 1 4/8 equals 3⅞ 2⅜ plus 3⅞ equals 5 10/8 equals 6¼.

6¼ minus 1¼ equals 5 Ans.

Question:

5. A man invested 2/5 of his capital in bank stock, ¾ of the remainder in real estate and had left $6000. Find his capital.

P. 171 # 17 Solution:

5. If a man invested 2/5 of his capital in bank stock, he had left 3/5. If he invested ¾ of the remainder in

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real estate he had left ¼ of 3/5 equals 3/20. Hence 3/20 of his property equals $6000, $6000 divided by 3/30 equals 6000×20/3 equals $40,000. Ans.

2000

Question:

6. A man invests ½ of his money in land, 1/5 in bank stock, 1/6 in railroad stock, and has $800 left. What is his fortune?

Solution:

6. A man invests ½ of his money in land, 1/5 plus 1/6 equals 15 plus 5 plus 5 equals 26 equals 13 amount invested. Then there is left 2/15. Hence $8000 equals 2/15 of his property. 8000 divided by 2/15 equals×15/2 equals $60,000 Ans.

30 30 15

4000

Question:

7. A. owns 2/5 of a ship and B. the remainder; and ¾ of the difference between their shares is $1500. What is the value of the ship?

Solution:

7. If A. owns 2/5 of a ship and B. the remainder; and ¾ of the difference between their shares is $1500, what is the value of the ship? If A. owns 2/5 of a ship and B. the remainder, then B. owns 3/5.

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3/5 minus 2/5 equals 1/5 the difference between the shares of A. and B. Hence $1500 equals 3/20 of the value of the whole ship. 1500 divided by 3/20 equals 500

1500×20/3 equals 10,000 Ans.

Question:

#6 8. A merchant purchased 15 casks of wine of 25 gallons each. He paid $980 for the wine, $78¾ tax, $33 3/5 for transportation. He sold it for $3 4/5 a gallon. How much did he gain?

(Work by decimals where practicable.)

P. 180 Solution: 8. ¾ equals 0.75
3/5 equals 0.6
4/5 equals 0.8
25
15

375 no. of balls
375
3.80

1425.00
980
78.75
33.60

$1092.35 cost

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$1425=what he rec'd
$1092.35=Cost

$332.65 Gain. Ans.

LESSON NO. 6.

Question:

1. A can build a wall in 7 days, B in 6 days and C in 5 days. A and B worked together 2 days, when they were joined by C. How many days will they need to complete the remainder of the work?

Solution:

1. A can do 1/7 in one day.
B can do 1/6 in one day.
C can do 1/5 in one day.

A and B can do (1/7 plus 1/6)×2 equals 13/21 in 2 days.

21/21 minus 13/21 equals 8/21 remaining to be done.

A, B and C can do 1/7 plus 1/6 plus 1/5 equals 107/210 in 1 day.

To do 8/21 it will take: 8/21 divided by 107/210 equals 8/21 multiplied by 210/107 equals 80/107. Answer.

Question:

2. A lumberman exchanged 50,495 of round timber at $4½ per m. for pork at $20¾ per barrel. How many barrels of pork did he receive?

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P. 201 Solution:

2

50.495
4.50

2524750
201980

227.22750

20¾ equals 20.75.

2075)22722.75(10.95
2075

19727
18675

10525
10375

150

Answer 10.96 barrels.

Question:

#44 3. For 7/8 of a bushel of apples $¾ are paid. What will 4 5/9 bushels be worth?

P. 201 Solution:

3. If 7/8 of a barrel is worth $¾, one bushel is worth $¾ divided by 7/8 equals ¾ times 8/7 equals $6/7.

4 5/9 times $6/7 equals 41/9 times 6/7 equals 81/21 equals 3 19/21 equals $3.90 Answer.

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Question:

4. Henry Jones bought at a saw mill 3485 feet of boards at $7.50 per m.; 9872 feet of laths at $0.25 per c; 6492 ~~feet of~~ flooring at $8¾ per m; 8975 feet cherry boards at $15.05 per m. He paid $152.75 in cash and the balance in flour at $9.25 per barrel. Required, the number of barrels of flour.

Solution:

4.

	3.485	
	7.50	8.975
		15.05
	174250	
	24395	44875
		44875
	26.13750	8975
	98.72	
	0.25	135.7375
		26.1375
	24.6800	24.68
	6.492	56.805
	8¾	135.07375
	4869	242.69625
	51936	152.75
	56.805	89.94625

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925)8994.625(9.723
8325

6696
6475

2212
1850

3625
2775

850

Answer: 9.724 barrels.

Question:

5. A merchant mixed 7 pounds of black tea at 68 cents with 9 pounds of green tea at 75 cents. At what price per pound must he sell the mixture to gain $3.69?

Solution:

5. $0.68
7

$4.76

$4.76
6.75

$11.51
3.69

$15.20

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16)15.20($0.95
14 4

80
80

7 plus 9 equals 16

Question:

6. Nine men working 10 hours per day will harvest a piece of grain in 8 days. How many days will be needed for the same work by 6 men working 9 hours per day?

Solution:

6. One man working one hour a day would take
8×9×10 days in harvesting.
6 men working 9 hours a day would take
48×9×10 equals 40/30 equals 13 1/3. Answer.

6×9
3

Question:

7. A sea captain who owned 3/5 of a ship and cargo, gave to his wife 1/3 of his share, to his daughter ½ of what his wife received and to his son ⅔ of the remainder, and equally divided what was still left between two nieces. What part of the whole had each niece?

Solution:

7. ⅓ of 3/5 equals 1/5 equals wife's share.

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½ of 1/5 equals 1/10 equals daughter's share.

3/5 minus (1/5 plus 1/10) equals 6/10 minus 3/10 equals 3/10 ⅔ of 3/10 equals 1/5 son's share 1/5 plus 1/10 plus 1/5 equals 5/10 equals ½.

3/5 minus ½ equals 1/10 amount divided between nieces.

½ of 1/10 equals 1/20 share of each niece. Answer.

Question:

8. A merchant bought a bag of coffee, containing 60 pounds for $15. At what advance must he sell it per pound to buy 3 yards of velvet at $3 per yard with the gain on the coffee?

8 60)15.00

0.25

$3
3

$9
15

$24

60)24.0

0.40
—0.25

$0.15 Answer

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Question:

9. The cost of 50 gallons of molasses is $25. By leakage 1/5 of it is lost; 20 gallons are sold @ 62½ cents. At what rate must the remainder be sold to gain $5. on the whole?

Solution:

9. 1/5 of 50 equals 10 number of gals. lost

20×$0.625 equals $12.50

If 20 gals. are sold and 10 are lost, then 20 gals. remain. To gain $5 on the whole, the sale must bring $30. $30 minus $12.50 equals $17.50.

$17.50 divided by 20 equals $0.875 Answer.

Question:

10. For ⅔ of a yard of broadcloth @ $6½ per yard, 1¾ yards of cassimere and 50 cents in money were given in exchange. What was the price per yard of the cassimere?

Solution:

10. ⅔ of $6½ equals 2/3 of $13/2 equals 13/3 equals $4.33⅓ value of broadcloth.

$4.33⅓ minus $0.50 equals $3.83 1/3, value of cassimere.

If 1¾ yards are valued at $3.83⅓, one yard will be valued at $3.83⅓ divided by 1¾ equals $11.50

3 divided by 7/4 equals $11.50×4/7 equals $46/21 equals 2/19 Answer.

3

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Question:

11. An expressman carried 100 vases on the condition that he was to receive 1/4 of a dollar for every one he carried without breaking, and pay 1/4 of a dollar for every one he broke.

He received $16. How many did he break?

Solution:

11. The expressman would have received $25 if no vase had been broken. He loses, therefore, $25 minus 16 equals $9 by broken vases. He loses on each one 1/4 plus 1 1/4 equals $1 1/2. Hence the number broken equals 9 divided by 1 1/2 equals 6. Answer.

Question:

12. If a miller takes 1/16 for toll, and a bushel of wheat produces 40 pounds of flour. How many bushels must be carried to the mill to obtain 196 pounds of flour?

Solution:

12. 1/16 of 40 equals 5/2 equals 2 1/2 toll.

40 minus 2 1/2 equals 37 1/2 what is left to over one bushel.

196 divided by 37 1/2 equals 196×2/75 equals 392/75 equals 5 17/75 Answer.

LESSON NO. 7.

Question:

1. A city in five years increased 12,000 in population, a gain of 25%. What was the population at the beginning and the end of the five years.

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Solution:

1. 25%=¼. If 12000=¼ of pop. 4×12000=48000=pop. at beginning of the five years. 48000 plus 12000=60,000 pop. at the end of the five years. 48000; 60000. Answer.

Question:

2. A school boy in one week read 450 lines of Latin which was 75% of the number in the book. How many lines had he still to read?

Solution:

2 75%=¾. If 450=¾ of book, the book=$\frac{4\times450}{3}$=

600. 600 minus 450=150 lines to read. Answer.

Question:

3. A boy sold chestnuts at 12½ cents a quart, which was 200% of their cost. What did they cost a bushel?

Solution:

3. 32×12½ cents=400 cents a bushel. $\frac{200\%}{100}$=2. If $4.00 equals 2 times the cost, the cost equals $\frac{\$4.00}{2}$ which equals $2.00. Answer.

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Question:

4. A clerk spent 60% of his salary for board, 20% of it for clothes, 11% for books and saved $117. What was his salary?

Solution:

4. 60% plus 20% plus 11%=91%. 100% minus 91%=9%=9/100. If $117=9/100 of salary, the salary =100×$117÷9=$1300. Answer.

Question:

5. At Christmas a lady gave her daughter an atlas worth $27, and ⅔ of the cost of the altas was 90% of the sum paid for an engraving. What was the sum paid for the engraving?

Solution:

5. 90%=9/10. ⅔ of $27=$18. If $18=9/10 price of engraving, the price of engraving equals $10×18÷9=$20.

Answer.

Question:

6. A sea captain owning 60% of a vessel gave to his son 50% of his share, which was worth $6000. What was the value of the vessels?

Solution:

6. 50%=½; and ½ of 60%=30%=3/10, son's

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share. If $6000 equals 3/10 value of vessel, the value of vessel=10×6000 equals $20,000. Answer.

3

Question:

7. A gentleman worth $50,000 gave 30% of his property to his son and this gift was 80% of the property which the son already owned. Find the amount the son was worth receiving his father's gift.

Solution:

7. 30%=3/10 and 3/10 of $5000=$15000. 80% =8/10=4/5. If $15000 equals 4/5 of son's property before the gift, the son's property=5×15000=$18,750.

$15000 plus 18750=$33,750=whole of son's property. Answer.

Question:

8. A driver sold 250 sheep for $1150, which was 15% more than they cost. Find the cost of the sheep per head.

Solution:

8. 100% plus 15%=115%=115/100=23/20. If $1150=23/20 of the cost, the cost=20×1150 50=$1100.

23

Cost per head equals 1000 equals $4. Answer.

250

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Question:

9. A flock of sheep has been increased by 250% of its number, and now numbers 1050. What was the original number?

Solution:

9. 100% equals original number in flock. 100% plus 250% equals 350%=flock and increase. 350%=350/100 =7/2. If 1050=7/2 of the original number in flock, then the original number equals $2\times1050\div150=300$. Answer.

7

Question:

10. A merchant lost 25% by selling flour at $6 per barrel. If he sold it at $9 per barrel, what would have been the gain percent?

Solution:

10. 75%=¾. If $6 is ¾ of cost, the cost=$\frac{4\times6\times2}{3}$ =$8. $9 minus $8=$1 gain. ⅛=12½=12½%. Answer.

100

LESSON NO. 8.

Question:

11. A fruit grower sent to New York 300 peck baskets of peaches valued at 75 cents each. 60 baskets were spoiled on the journey. At what rate per basket must

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he sell the remainder to make 20% on the entire value of his fruit.

Solution:

1. 300×$0.75=$225 value of fruit. 300 minus 60= 240 baskets saved. 20% equals 1/5; 1/5 of $225 equals $45. $225 plus $45 equals $270 selling price. Selling price per basket equals 270/240 equals $1.12½. Answer.

Question:

2. I sold steel at 25.44 a ton with a profit of 6% and a total profit of $103.32. What quantity was sold?

Solution:

2. 106% equals 53/50. If $25.44 equals 53/50 of cost, the cost equals 50×25.44 0.48=$24. $25.44 minus $24

55

equals $1.44 profit per ton. The profit per ton was $1.54 and the total profit was $103.32, there were as many tons sold at $103.32 divided by $1.44 which equals 71¾ ton. Answer.

Question:

3. A broker is offered a commission of 5½% for selling wool and guaranteeing payment, or a commission of 3¾% without guaranteeing payment. He accepts the 5½% commission and guarantees the payment. The sales amount to $8500 and the bad debts to $147.75. How much did he gain by his choice?

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Solution:

3. 5½% equals 11/200; 3¾ equals 3/80. 11/200 of $8500 equals $467.50 his actual commission. $467.50 minus $147.75 equals $319.75 commission minus debts. 3/80 of $8500 equals $318.75, commission without guaranteeing payment. $319.75 minus $318.75 equals $1 gain by his choice.

Question:

4. After three annual payments of $337.50, premium at 1½% on ¾ of the value of a mill, it was burned. Find the loss to the insurance company.

Solution:

4. 1½ equals 1½=3/200. If $337.50 equals 3/200 of insurance equals $600×337.50 equals $22500. 3×$337.50 equals $1012.50 payments. $22500. minus 1012.50 equals $21,487.50 loss. Answer.

Question:

5. After deducting 20% for leakage what will be the duty on 40 hhds. of molasses, of 84 gallons each, if the molasses is invoiced at 90 cents a gallon and the duty is 30%.

Solution:

5. 20% equals 1/5; 30% equals 3/10. 40×84 equals 3360 gals. 1/5 of 3360 gals. equals 672 gals. leakage. 3360 gals. minus 672 gals. equals 2688 gals. left 2688×

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$0.90 equals $2419.20. Duty equals 3/10 of $2419.20 equals $725.76. Answer.

Question:

6. A man left 30% of his estate to his wife, 50% of the remainder to his son. 75% of the residue to his daughter, and the balance $546, to a family servant. Required the value of the estate.

Solution:

6. If wife had 30%; 70% was left. If son had 50%, or ½ of remainder, 35% was left. If daughter had 75% or ¾ of the residue, ¼ of 35% was left equals 8¾%. 8¾ equals 35/400 equals 7/80. If $546 equals 7/80 of the estate, the estate equals 80×546 equals $6249. Ans.

7

Question:

7. Find the interest of $1361 for 2 years at 5%.

(b) Find the interest of $675.90 for 5 years at 3½%.

Solution:

7. Int. of 1361 for 2 yrs. at 5% equals 2×0.05×1361 equals $136.10.

(b) 3½ equals .035. Int. of 675,90 for 5 yrs. at 3½% equals 5×0.035×675.90 equals $118.2825 equals $118.28. Answer.

Question:

8. Find the interest of $575.87½ for 1 yr. 10 months 15 days at 5%.

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Solution:

8. 1 yr. equals 0.60. 10 mos. equals 10×0.005 equals 0.05. 15 days equal 15×1/6 of 0.001 equals 0.0025. (Add) 1 yr. 10 mos 15 days equals 0.1125 of the principal. And 0.1125 of 575.87½ equals 64.785. Int. of 575.87½ for the same time at 5% equals 5/6 of 64.785 equals $53.99. Answer.

Question:

9. Find the interest of $547.60 from February 20th to December 5th at 3¼%.

Solution:

9.	mos.	days.
	12	5
	2	20
	9	15

Int. at 6% for 9 mos. equals 9×0.005 equals 0.045
for 15 days equals 15×1/6 of 0.001 equals 0.0025

for 9 mos. 15 days equals 0.0475 of the prin. and 00.0475 of 547.60 equals $26.01. Inst. of $547.60 for same time at 3¼% equals 3¼/6 of $26.01 equals 13/24 of $26.01 equals $14.09. Answer.

Question:

10. If 330 slices 3/14 of an inch thick are obtained from 12 rounds of beef, how many similar rounds will be required for 495 slices 1/6 of an inch thick.

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Solution:

10. 330 : 495
3/14 : 1/16 : : 12

$$\frac{495\times 1/6\times 12}{330\times 3/14} \text{ equals } \frac{495\times 1\times 12\times 14}{330\times 3\times 6}=14 \text{ Answer.}$$

Question:

11. If a family by using 2 gas burners 7½ hours per day, pays $6 a quarter when gas is $2.40 per 1000 cubic feet, what will a family using 3 burners 4 hours per day, per quarter when gas is $1.80 per 1000 cubic feet, pay?

Solution:

11. 2 : 3
7½ : 4 : : 6 : ?
2.40 : 1.80

$$\text{equals } \frac{3\times 4\times 1.80\times 6}{2\times 7\frac{1}{2}\times 2.40} \text{ equals } \$3.60 \text{ Answer.}$$

Question:

12. Three partners claim respectively ⅓, 11/18 and 7/18 of $1260. Give to each his proportional share.

Solution:

12. ⅓ equals 6/18 6 plus 11 plus 7 equals 24. 24/24

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equals $1260 1/24 equals $52.50 6/24 equals $315; 11/24 equals $577.50; 7/24 equals $367.50; $315; $577.50; $367.50. Answer.

Question:

13. An analysis of dissolved bones gives the following results for every 100 parts. Water 13.97; organic matter 15.71; soluble phosphates 21.63; insoluble phosphates 11.43; sulphate of lime 15.83; sulphanic acid 15.63 alkaline salts 1.10; silica, etc., etc., the remainder. Find the number of pounds of each in a ton of dissolved bones?

Solution:

13. 1/100 of 2000 lbs.=20 lbs. 13.97/100 =279.4 lbs. water; 100=314.2 lbs. organic matter; 21.63/100=432.6 lbs. soluble phosphates; 11.43/100=228.6 lbs. insol. phos.; 15.83/100=316.6 supl. lime; 15.63/100=312.6 sulp. ac.; 1.10/100=22.0 lbs. alk slts; 4.70/100 =94.0 lbs. re. Total 2000 lbs.

15.71
13.97
15.71
21.63
11.43
15.83
15.63
1.10

95.30

LESSON NO. 9.

Question:

1. How many postage stamps, each containing 18/25 of a square inch, are in a sheet of 172 4/5 square inches? (By decimals).

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Solution:

1. 25)18.0(0.72 — 18/25 equal 0.72, 4/5 equals 0.8.
175 — 17280 divided by 72 equals 240.
Answer
50
50

Question:

2. Of a boat worth $5600, A who has 17/64, sells 3/4 of his share to B, and B sells 4/5 of his share to C. Find value of C's share? (By decimals).

Solution:

2. 17/64 equals in decimals 0.265625.
3/4 equals 0.75.
4/5 equals 0.8.
0.265625×.75 equals 0.19921875—B's.
0.19921875×0.8 equals 0.159375000—C's.
If the whole boat is worth $5600, C's share will be worth 0.159375×5600 which equals $892.50. Answer.

Question:

3. From Montreal to Toronto, by the Grand Trunk Railway, the distance is 332 miles. One half a mile more than 3/8 of this distance was opened in November, 1855, and the remainder in November, 1856. Find the number of miles opened in 1856. (By decimals).

Solution:

3. 332×0.375 equals 124.500—3/8 of the distance.

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124.500 plus .5 equals 125.0—number of miles opened Nov. 1855.

332—125 equals 207—number of miles opened Nov. 1856. Answer.

Question:

#18 4. Of the water of the Dead Sea 49/1250 is muriate of lime, 41/400 muriate of magnesia, 259/2500 muriate of soda, 1/2000 sulphate of lime. What part of the whole do these ingredients constitute? (By decimals)

P. 184 Solution:

4. 49/1250 equals in decimals 0.03092.

41/400 equals in decimals 0.1025.

1/2000 equals in decimals 0.0005.

0.0392 plus 0.1025 plus 0.1036 plus 0.0005 equals 0.2458. Answer.

Question:

5. A flour dealer bought 125 barrels of flour at $6\frac{2}{3}$. He sold 97 barrels at $7\frac{3}{4}$, and the remainder being injured, brought only $5 4/5. What did he gain?

P. 197 # 26 Solution:

5. $125 \times \$6\frac{2}{3}$ equals $125 \times 20/3$ equals 2500/3 equals 833.33 $97 \times \$7\frac{3}{4}$ equals $97 \times 31/4$ equals 3007/4 equals $751.75 125—97 equals 28.

$28 \times \$5.4/5$ equals $28 \times 29/5$ equals 812/5 or $162.40.

$754.75 plus $162.40 equals $914.15—$833.33 equals $89.82. Answer.

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Question:

6. Two men 95.784 miles apart approached each other until they met. One travelled 7.476 miles more than the other. How many miles did each travel?

Solution:

6. 95.784—7.476 equals 88.308 divided by 2 equals 44.154—number of miles one travelled plus 7.476 equals 51.630—miles other travelled.

Question:

7. A seedman bought 37⅔ bushels of lawn grass-seed for $226. He sold 25 bushels at a profit of $1 2/5 a bushel. For what price per bushel must he sell the remainder to make his whole gain 73 dollars?

Solution:

7. 226 divided by 37⅔ equals 226×3/113 equals $6 what he paid a bushel. If he gained $1 2/5 per bushel, 6 plus 1 2/5 equals 7 2/5 and on 25 bushels, he received $185. If his whole gain is $73, he must receive for the whole number of bushels 73 plus 226 which equals 299. Then he will receive on the remaining 12⅔ bushels, 299—185 or $114 which divided by 12⅔ equals $9. Ans.

Question:

8. A owns 3/5 of a ship and cargo worth $25,748, B ¼ of the remainder, C ⅛ of the amount belonging to A and B, and D owns what is still left. Required the amount of D's share?

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Solution:

8. If A owns 3/5, there remains 2/5; if B owns ¼ of this remainder B owns ¼ of 2/5 or 1/10; if C owns ⅛ of the amount belonging to A and B, then C owns ⅛ (3/5 plus 1/10) or ⅛ of 7/10 or 7/80; if D owns what is left, D owns 1 (3/5 plus 1/10 plus 7/80) or 80/80—63/80 or 17/80; 17/80 of 25,748 equals $5471.45 D's share. Answer.

Question:

9. If a miller takes 1/16 for toll, and a bushel of wheat produces forty pounds of flour, how many bushels must be carried to the mill to obtain 196 pounds of flour?

Solution:

9. 1/16 of 40/1 equals 5/2 or 2½ toll; 40—2½ equals 37½—what is left to one bushel; 196 divided by 37½ equals 196×2/75 or 392/75 or 5 17/75. Answer.

Question:

10. A man who rows four miles an hour in still water takes 1 1/5 hours to row 4 miles up a river. How many minutes will it take him to row 4 miles down a river?

Solution:

10. The man could row in still water 4 4/5 miles in 1 1/5 hours; hence the current sets him back 4/5 of a mile in 1 1/5 hours; therefore the rate of the current per hour is 4/5 divided by 1 1/5 or 4/5×5/6 equals ⅔ miles; when he rows down the river he will go at the rate of 4⅔ miles an hour; therefore to row four miles down the river,

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it will take him 4 divided by $4\frac{2}{3}$ or 6/7 of an hour or 51 3/7 minutes. Answer.

Question:

11. At the birth of Lafayette, Sept. 6th, 1757, what was the age of George Washington, born Feb. 22nd, 1732?

Solution:

11.	Years	Months	Days.
	1757	9	6
	1732	2	22
Yrs.	25	6	14 days. Ans.

LESSON NO. 10.

Question:

1. A can do a piece of work in 2 hours, B in $2\frac{1}{2}$ hours and C in $3\frac{1}{2}$ hours. How much of the work can they do in 20 minutes, all working together?

Solution:

1. A does $\frac{1}{2}$ in one hour$=\frac{1}{2}=1/6$ in 20 minutes.

$$\frac{}{2}$$

B does $1/5=2/5$ in 1 hour$=\frac{2}{15}$ in 20 minutes.

$$\frac{}{2} \qquad \frac{}{3}$$

C does $1/7=2/7$ in 1 hour$=2/7=\frac{2}{21}$ in 20 minutes.

$$\frac{}{2} \qquad \frac{}{3}$$

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A plus B plus C=1/6 plus 2/15 plus 2/21=
35 plus 28 plus 20=83/210 in 20 min.

210

Question:

2. If A and B can do a piece of work in 18 days, A and C in 12 days and B and C in 9 days, find the number of days that it will take them all working together.

Solution:

2. A and B can do 1/18 in 1 day. A and C can do 1/12 in 1 day. B and C can do 1/9 in 1 day.

(A and B and C) can do 1/18 plus 1/12 plus 1/9 in 1 day.

A and B and C can do $\frac{1}{4}=\frac{1}{8}$ in 1 day. If they can

2

do the $\frac{1}{8}$ in 1 day, they can do the whole in 8 days.

Question:

3. A can do piece of work in 6 days, B in 8 days and C in 10 days. How much of it can they do in two days together?

Solution:

3. A can do 1/6 in 1 day. B can do $\frac{1}{8}$ in 1 day. C can do 1/10 in 1 day. A plus B plus C can do 1/6 plus $\frac{1}{8}$ plus 1/10=47/120 in 1 day. In two days they can do 2×47/120=47/60. Answer.

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Question:

4. A cistern can be filled by means of a water pipe in 30 minutes and can be emptied by a waste pipe in 20 minutes. If the cistern is full, and both pipes are open, in what time will it be emptied?

Solution:

4. Gain=1/30 in 1 min. Loss=1/20 in 1 min. Net loss=1/20 minus 1/30 in 1 min.=1/60. If it loses 1/60 in 1 min. it will take to empty it, 60 min. Answer.

Question:

5. I bought 200 apples at 4 for 1 cent, and 200 at 5 for 1 cent. I sell all at 5 for 3 cents. What per cent did I gain on my investment?

Solution:

5. 200 apples at 4 for 1 cent=50 cents. 200 at 5 for 1 cent=40 cents 400 apples cost 90 cents. 400 at 5 for 3 cents=240 cents. Gain=240 cents minus 90 cents=150 cents. 150/90=5/3=166⅔%. Answer.

Question:

6. Find the rate per cent when the interest on $3000 for 3 years is $630.

Solution:

6. Int. on $3000 for 3 years is $630. Int. on $3000 for 1 yr.=⅓ of $630. Int. on $1 for 1 yr.=1/3000 of ⅓ of 630=0.07. But, $0.07 is 7% of $1. 7%. Answer.

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Question:

7. Find the time when the interest on $278.40 at 7½% is 100.92.

Solution:

7. Int. on $278.40 for 1 yr. at 7½%=$20.88. No. of yrs.=100.92—4 5/6. 4 5/6 yrs.=4 yrs. 10 mos.

20.88

Question:

8. What principal will amount to $88.80 at 6% in three years, 4 mos.?

Solution:

8. Let the price be represented by 100. The Int. will be represented by 3⅓×6=20. The amt. will be rep. by 100 plus 20=120. Hence the prin.=
1005 of 88.8014.80=$74.00. Answer.

1206

Question:

9. Find the interest on $1825 from January 1st to June 25th at 5½% counting the exact number of days and allowing 365 days for a year.

Solution:

9. From Jan. 1 to June 25=175 days equals 175 equals

365

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35 yr.

—

73

Int. on $1 for 1 yr. @ 5½%=0.055.

Int. on $1 for 35/73 @ 5½%=35/73 of 0.055. Int. on $1825 for 35/73 @ 5½%=35/73×0.055×1825 =$48.125. Answer.

Question:

10. A watch set on Saturday at half past 8 in the evening, loses 1½ minutes in 30 hours. What time does it show the next Thursday, at 4 o'clock in the afternoon.

Solution:

10. Sat. 8.30 P. M. to Thurs. 8.30 P. M.=5 days= 120 hours. Thurs. 4 P. M. to Thurs. 8.30 P. M.=4½ hrs. 120 hrs. minus 4½ hrs.=115½ hrs. 30 hrs.: 115½ hrs.: 1½ min. : loss. 30 : 115½ : : 1½ min. : loss. 115.5×1.5 min.=5.775 mins.=5 31/40. 5 31/40 min. to

---

30

4. Answer.

Question:

11. When do the hour and minute hands of a watch coincide between 8 and 9 o'clock?

(b) Between 5 and 6 o'clock?

Solution:

11. At 8 o'clock min. hand is 40 min. behind hour hand.

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11 : 12 : : 40 min. ; ? (a) 12×40 min.$=43\ 7/11$ min. past 8. Answer

(b) At 5 o'clock minute hand is 25 min. behind hour hand. 11 : 12 : : 25 12×25 min.$=27\ 3/11$ min. past 5. Answer.

Question:

12. A and B enter into partnership, A with \$1800 and B with \$900. At the end of 8 months B adds \$300 to his capital. Divide a profit of \$840 between them at the end of the year?

Solution:

12. A's share= 1800
B's share=900
4 mos.=1/3 of yr.
1/3 of 300=100 1000

2800

A receives 18/28=9/14 of 840=\$540. B receives 10/28=5/14 of 840=300. 540; \$300 Answer.

Question:

13. A grocer buys 106 pounds of tea at 80 cents a pound, 75 pounds at \$1.24 per pound and 94 pounds at \$1.30 per pound and mixes the three lots together. At what price per pound must he sell the mixture so as to make 10% on his outlay?

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P. 354 Solution:

13. 106 lbs. @ $.80 equals $84.80
75 lbs. @ 1.24 equals 93.00
94 lbs. @ 1.30 equals 122.20

275 lbs. equals 300.00

1 lb. costs $1.09 1/11 10% of $1.09 1/11=$0.10 10/1.

$1.09 1/11 plus $0.10 10/11=$1.20. Ans.

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CHAPTER X.

HOW COMPETITORS ARE JUDGED.

Methods by Which the Examiners Keep Candidates' Identity Secret.

After the examination, which is conducted with most scrupulous care to guard against favoritism or fraud, the local examiners arrange the papers by sheets or subjects and all are forwarded under seal to the United States Commission. When they are reached in the order of rating, they are dsitributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners.

When all of the papers of an examination have been rated and reviewed, those of each competitor are then, for the first time, assembled or brought together, his average percentage is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his average percentage determined. As the charges for specific errors

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are all fixed by the rules for rating, and as each subject is rated by two examiners acting separately and then reviewed by both jointly, it will be seen that absolute impartiality, accuracy and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

THE ELIGIBLE REGISTER.

Usually it takes from three to six months to rate all papers after an examination. Candidates that make 70 per cent. or over are then notified of their relative standing. The period of eligibility for original appointments is one year from the date of entering the name on the register.

When a name has been placed upon a register it is not disturbed until a postmaster calls for a list of eligibles. Then the proper number of names are certified to him and he chooses those he needs. The names of all others are returned to the eligible register to await further certifications.

In making appointments the postmaster has the privilege of selecting one out of three down the list: If he had but one vacancy he could select the third name, but could not

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take the fourth; he also is permitted to appoint in regular order straight down the list, if he so choose.

The probationary period for letter carriers and clerks begins upon their promotion to the regular force and not at the date of original appointment as substitutes. The period of probation is limited to six months and cannot be extended. At its close a probationer must either be absolutely appointed or dismissed.

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CHAPTER XI

RULES FOR RATING.

Formula by Which Percentage is Attained and Credited to the Competitor.

All examination papers are rated according to the following rules:

Every correct answer, 100.

Every faulty answer according to its value on a scale of 100 and deduct the sum of the error marks of each answer from 100.

The difference between the sum of the error marks of each answer and 100 will be the mark of the answer.

RULES FOR RATING SPELLING.

		From 100 deduct—
1.	For each error in spelling when the exercise consists of 20 words.....	5
2.	For each error in capitalization.....	1
3.	For each failure to use or for each wrong use of the hyphen and for each improper division of a word into a compound word when required to be written solid	2

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RULES FOR RATING ARITHMETIC.

		From 100 deduct—
1.	For each wrong process, producing incorrect results, in proportion to the number of steps involved and gravity of error	10 to 100
2.	For decimal error and for each evasion of a decimal or common fraction test.....	25
3.	For each error in computation or in copying from the printed question or from work	10
4.	For minor errors, such as wrong indication of a correct process, incorrect or inconsistent punctuation, improper use of symbols of designation, improper or incorrect designation of a partial or final results, etc.	5 to 10
5.	For failure to show work, as required in solution of problems	25 to 75

RULES FOR RATING LETTER WRITING.

In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax and style, and its adherence to and treatment of the subject, are considered, and its value, in the judgment of the examiners, determined on a scale of 100.

In determining the mark for letter writing it is proper for the examiner to be guided in a general way by the

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following scheme: Exellent, 95 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

RULES FOR RATING PENMANSHIP.

Penmanship is rated according to its value on a scale of 100. In determining the rating, legibility, neatness and general appearance, as well as correctness and uniformity in the formation of words, letters and punctuation marks, are considered, and it is proper for examiners to be guided in a general way by the following scheme: Excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

RULES FOR PLAIN COPYING FROM PLAIN COPY.

	From 100 deduct—
1. For each word or figure omitted, repeated, substituted, or improperly inserted.....	5
2. For each error in spelling, for each transposition, for each abbreviation not in the copy, for each failure to capitalize according to copy, for each failure to punctuate according to copy, for each failure to indent margin as in copy, for each error in paragraphing, and for irregularity in left-hand margin.....	5

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3. For each misdivision of a word at the end of a line, for each omission or improper use of the hyphen in dividing a word at the end of a line, for each word altered, interlined, or canceled, for each blot or minor erasure, if not neat 1

4. For any other deviation from copy not covered by the foregoing, charges are made in the discretion of the examiners

RULES FOR RATING READING ADDRESSES.

The rating on this subject is for accuracy only. A charge is made for each error or omission in noting the errors on the printed sheet, when compared with the correct written addresses given. The difference between the sum of the errors thus found and 100 is the rating on this subject.

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CHAPTER XII.

DISTRICT REGULATIONS.

Competitors Required to State Clearly Whether They Desire Eligibility for Clerk or Carrier.

There are in the United States, twelve United States Civil Service Districts, and in each, examinations for letter carrier and clerk are held yearly. THE CHIEF has obtained from the United States Civil Service Commission the regulations governing the examinations in each district, the post offices for which examinations may be taken, the rules relative to the registers for clerk or carrier in each district, the approximate dates when examinations are held and whether or not more than one examination may be taken in the same Civil Service district. Intending competitors should read carefully the section covering their particular district, so as to know whether their names can be placed on the carrier and clerk register, or only on one. There is some difference in the regulations covering this part of the requirements, but the rules for the examination proper, as given in the preceding pages, are uniform all over the country.

FIRST DISTRICT.

Headquarters, Boston, Mass.

At the following named offices the names of male eligibles

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will be entered on only one register, namely the clerk or carrier register, and male applicants for those offices must indicate in their applications whether they desire the position of clerk or carrier:

Boston, Mass.; Brockton, Mass.; Concord, N. H.; Fall River, Mass.; Gloucester, Mass.; Hartford, Conn.; Haverhill, Mass.; Holyoke, Mass.; Lawrence, Mass.; Lowell, Mass.; Lynn, Mass.; New Bedford, Mass.; Newton Center, Mass.; Pawtucket, R. I.; Portland, Me.; Providence, R. I.; Quincy, Mass.; Salem, Mass.; Springfield, Mass.; Taunton, Mass.; Waltham, Mass.; Worcester, Mass.

Note 1.—No change in the designation of the register will be made after the date set for the close of receipt of applications. The name of each male eligible for any post office not mentioned above is entered on both the male clerk register and the carrier register, and will be certified in its order to vacancies occurring in either the position of male clerk or carrier, without regard to any choice of position expressed by the eligible in his application. Male eligibles will be entitled to three certifications from the male clerk register and three certifications from the carrier register. Failure of selection from one register or declination of appointment when selected will not affect the eligible's standing on the other register. Appointment from either register will remove the eligible's name from both registers.

Examinations for the following offices are held, as far

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as practicable, on the first Wednesday or Saturday after the 15th of November of each year:

Augusta, Me.; Bangor, Me.; Boston, Mass.; Brockton, Mass.; Burlington, Vt.; Concord, N. H.; Fall River, Mass.; Fitchburg, Mass.; Gloucester, Mass.; Hartford, Conn.; Haverhill, Mass.; Holyoke, Mass.; Lawrence, Mass.; Lowell, Mass.; Lynn, Mass.; Manchester, N. H.; New Britain, Conn.; New Bedford, Mass.; New London, Conn.; Newport, R. I.; Newton Center, Mass.; Norwich, Conn.; Pawtucket, R. I.; Pittsfield, Mass.; Portland, Me.; Providence, R. I.; Quincy, Mass.; Salem, Mass.; Springfield, Mass.; Taunton, Mass.; Waltham, Mass.; Waterville, Me.; Worcester, Mass.

Blank forms of application may be obtained at any time either from the Secretary, Board of United States Civil Service Examiners, room 141, post office, Boston, Mass., or from the local secretary at the office where employment is desired. Applications when executed must be filed with the secretary of the board at Boston, Mass., prior to 4 p. m. on the third Monday in October. Applications received after that time will be filed for the next subsequent examination.

Examinations for the following offices are held only when eligibles are needed, and application blanks will not be given out until the examinations are announced:

Adams, Mass.; Amesbury, Mass.; Amherst, Mass.; Andover, Mass.; Athol, Mass.; Attleboro, Mass.; Auburn, Me.;

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Bar Harbor, Me.; Barre, Vt.; Bath, Me.; Belfast, Me.; Bellows Falls, Vt.; Bennington, Vt.; Beverly, Mass.; Biddeford, Me.; Brattleboro, Vt.; Bristol, Conn.; Bristol, R. I.; Brunswick, Me.; Camden, Me.; Central Falls.; R. I.; Chicopee, Mass.; Chicopee Falls, Mass.; Claremont, N. H.; Clinton, Mass.; Concord Junction, Mass.; Danvers, Mass.; Ware, Mass.; Watertown, Mass.; Webster, Mass.; Wellesley, Mass.; Westbrook, Me.; Dedham, Mass.; Dover, N. H.; East Hampton, Mass.; East Providence, R. I.; Exeter, N. H.; Franklin, Mass.; Franklin Falls, N. H.; Gardner, Mass.; Gardiner, Me.; Great Barrington, Mass.; Greenfield, Mass.; Houlton, Me.; Hudson, Mass.; Hyde Park, Mass.; Keene, N. H.; Laconia, N. H.; Leominster, Mass.; Lewiston, Me.; Marblehead, Mass.; Marlboro, Mass.; Medford, Mass.; Melrose, Mass.; Middleboro, Mass.; Middletown, Conn.; Milford, Mass.; Montpelier, Vt.; Nashua, N. H.; Westboro, Mass.; Westerly, R. I.; Westfield, Mass.; West Medford, Mass.; Willimantic, Conn.; Natick, Mass.; North Adams, Mass.; North Attleboro, Mass.; Northampton, Mass.; Norwood, Mass.; Orange, Mass.; Peabody, Mass.; Plymouth, Mass.; Portsmouth, N. H.; Putnam, Conn.; Reading, Mass.; Rochester, N. H.; Rockland, Me.; Rockville, Conn.; Rumford Falls, Me.; Rutland, Vt.; Skowhegan, Me.; Somersworth, N. H.; Southbridge, Mass.; South Framingham, Mass.; South Weymouth, Mass.; St. Albans, Vt.; St. Johnsbury, Vt.; Stoneham, Mass.; Torrington, Conn.; Wakefield, Mass.;

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Winchester, Mass.; Winsted, Conn.; Woburn, Mass.; Woonsocket, R. I.

Note 2.—Any person may at the same time be an applicant for, or eligible from examination for more than one post office. Whenever a person whose name is upon more than one register is appointed from one of such registers, his eligibility on all registers shall expire by reason of such appointment. He may, however, upon his written request, at any time within the period for which eligibility would continue if not canceled by appointment, have his eligibility revived on one or more of such registers for the balance of such period of eligibility.

SECOND DISTRICT.

Headquarters, New York City.

No person may at the same time be an applicant for, or eligible from examination for more than one post office in this district, except when special examinations are ordered to secure sufficient eligibles.

At the following offices the names of male eligibles will be entered on only one register, namely, the clerk or the carrier register, and male applicants must indicate in their applications whether they desire the position of clerk or carrier. No change in the designation of the register will be made after the date of the examination:

Albany, N. Y.; Binghamton, N. Y.; Bridgeport, Conn.; Brooklyn, N. Y.; Buffalo, N. Y.; East Orange, N. J.;

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Elizabeth, N. J.; Elmira, N. Y.; Flushing, N. Y.; Hoboken, N. J.; Jamaica, N. Y.; Jersey City, N. J.; Long Island City, N. Y.; Newark, N. J.; New Haven, Conn.; New York, N. Y.; Orange, N. J.; Paterson, N. J.; Rochester, N. Y.; Schenectady, N. Y.; Syracuse, N. Y.; Troy, N. Y.; Utica, N. Y.; Waterbury, Conn.; Yonkers, N. Y.

See Note 1, First District.

Examinations for the following offices are held in November or December:

Albany, N. Y.; Auburn, N. Y.; Binghamton, N. Y.; Bridgeport, Conn.; Brooklyn, N. Y.; Danbury, Conn.; East Orange, N. J.; Elizabeth, N. J.; Elmira, N. Y.; Hoboken, N. J.; Ithaca, N. Y.; Jamestown, N. Y.; Jersey City, N. J.; Kingston, N. Y.; Lockport, N. Y.; Long Island City, N. Y.; Meriden, Conn.; Montclair, N. J.; Morristown, N. J.; Mount Vernon, N. Y.; Newark, N. J.; Newburgh, N. Y.; New Haven, Conn.; New Rochelle, N. Y.; Niagara Falls, N. Y.; Orange, N. J.; Passaic, N. J.; Paterson, N. J.; Plainfield, N. J.; Poughkeepsie, N. Y.; Rochester, N. Y.; Schenectady, N. Y.; Saratoga Springs, N. Y.; Stamford, Conn.; Stapleton, N. Y.; Syracuse, N. Y.; Troy, N. Y.; Utica, N. Y.; Waterbury, N. Y.; Watertown, N. Y.; Yonkers, N. Y.

Blank forms of application may be obtained from the local secretary at the office where employment is desired, or from the Secretary of the Board of Civil Service Examiners, Custom House, New York City, and should be

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properly executed and filed with the secretary of the board at the Custom House in New York City between the 1st of July and the third Monday in October. Applications presented at other times will be returned to the applicants.

Examinations for the following offices are held only when eligibles are needed, and application blanks will not be given out until examinations are announced:

Albion, N. Y.; Ansonia, Conn.; Arlington, N. J.; Batavia, N. Y.; Balston Spa, N. Y.; Bath, N. Y.; Bayonne, N. J.; Bloomfield, N. J.; Brockport, N. Y.; Canandaigua, N. Y.; Canajoharie, N. Y.; Canastota, N. Y.; Carthage, N. Y.; Catskill, N. Y.; Cohoes, N. Y.; Corning, N. Y.; Cortland, N. Y.; Cooperstown, N. Y.; Cranford, N. J.; Dansville, N. Y.; Derby, Conn.; Dover, N. J.; Dunkirk, N. Y.; East Aurora, N. Y.; Englewood, N. J.; Far Rockaway, N. Y.; Fort Plain, N. Y.; Fredonia, N. Y.; Fulton, N. Y.; Glens Falls, N. Y.; Gouverneur, N. Y.; Greenwich, Conn.; Hempstead, N. Y.; Herkimer, N. Y.; Hoosick Falls, N. Y.; Hornellsville, N. Y.; Hudson, N. Y.; Ilion, N. Y.; Irvington, N. Y.; Johnstown, N. Y.; Leroy, N. Y.; Little Falls, N. Y.; Lyons, N. Y.; Lestershire, N. Y.; Liberty, N. Y.; Lockport, N. Y.; Madison, N. J.; Malone, N. Y.; Mamaroneck, N. Y.; Medina, N. Y.; Middletown, N. Y.; Mechanicsville, N. Y.; Naugatuck, Conn.; Newark, N. Y.; New Brighton, N. Y.; Newton, N. J.; No. Tonawanda, N. Y.; Norwalk, Conn.; Norwich, N. Y.; Nyack, N. Y.;

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Ogdensburg, N. Y.; Olean, N. Y.; Oneida, N. Y.; Oneonta, N. Y.; Ossining, N. Y.; Owego, N. Y.; Palmyra, N. Y.; Patchogue, N. Y.; Peekskill, N. Y.; Penn Yan, N. Y.; Plattsburg, N. Y.; Port Chester, N. Y.; Port Jervis. N. Y.; Port Richmond, N. Y.; Potsdam, N. Y.; Rahway, N. J.; Rome, N. Y.; Rosebank, N. Y.; Rutherford, N. J.; Salamanca, N. Y.; Sandyhill, N. Y.; Saugerties, N. Y.; Seneca Falls, N. Y.; South Norwalk, Conn.; South Orange, N. J.; Summit, N. J.; Tarrytown, N. Y.; Tompkinsville, N. Y.; Tonawanda, N. Y.; Wallingford, Conn.; Waverly, N. Y.; Weehawken, N. J.; Wellsville, N. Y.; Westfield, N. J.; West Hoboken, N. J.; West New Brighton, N. Y.; White Plains, N. Y.

THIRD DISTRICT.

Headquarters, Philadelphia, Pa.

For the following offices the names of male eligibles will be entered on only one register, namely, the clerk or the carrier register, and male applicants for those offices must indicate in their applications whether they desire the position of clerk or carrier:

Allegheny, Pa.; Altoona, Pa.; Atlantic City, N. J.; Camden, N. J.; Chester, Pa.; Erie, Pa.; Harrisburg, Pa.; Lancaster, Pa.; Philadelphia, Pa.; Pittsburg, Pa.; Reading, Pa.; Scranton, Pa.; Trenton, Pa.; Trenton, N. J.; Wilkes-Barre, Pa.; Wilmington, Del.; York, Pa.

See Note 1, First District.

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Examinations for the following offices are held, as far as practicable, on the first Wednesday or Saturday after the 15th of November of each year:

Allegheny, Pa.; Allentown, Pa.; Altoona, Pa.; Atlantic City, N. J.; Camden, N. J.; Chester, Pa.; Easton, Pa.; Erie, Pa.; Harrisburg, Pa.; Johnstown, Pa.; Lancaster, Pa.; New Brunswick, N. J.; Philadelphia, Pa.; Pittsburg, Pa.; Reading, Pa.; Scranton, Pa.; Trenton, N. J.; Williamsport, Pa.; Wilmington, Del.; York, Pa.;

Blank forms of application may be obtained at any time either from the Secretary, Third United States Civil Service District, room 2, fourth floor, Post Office Building, Philadelphia, Pa., or from the local secretary at the office where appointment is desired. The application when executed must be filed with the district secretary at Philadelphia, prior to 4.30 p. m., on the third Monday in October. Applications received after that time are filed for the next subsequent examination.

Examinations for the following offices are held only when eligibles are needed, and application blanks will not be given out until the examinations are announced:

Dover, Del.; Asbury Park, N. J.; Bridgeton, N. J.; Burlington, N. J.; Cape May, N. J.; Collingswood, N. J.; Freehold, N. J.; Gloucester City, N. J.; Haddonfield, N. J.; Lakewood, N. J.; Long Branch, N. J.; Merchantville, N. J.; Millville, N. J.; Moorestown, N. J.; Ocean City, N. J.; Ocean Grove, N. J.; Perth Amboy, N. J.; Phillips-

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burg, N. J.; Princeton, N. J.; Red Bank, N. J.; Salem, N. J.; Somerville, N. J.; Vineland, N. J.; Washington, N. J.; Woodbury, N. J.; Ambler, Pa.; Beaver Falls, Pa.; Bellefonte, Pa.; Berwick, Pa.; Bethlehem, Pa.; Bloomsburg, Pa.; Braddock, Pa.; Bradford, Pa.; Bristol, Pa.; Butler, Pa.; Canonsburg, Pa.; Carbondale, Pa.; Carlisle, Pa.; Carnegie, Pa.; Chambersburg, Pa.; Charleroi, Pa.; Clearfield, Pa.; Coattsville, Pa.; Columbia, Pa.; Connelsville, Pa.; Conshohocken, Pa.; Corry, Pa.; Danville, Pa.; Dubois, Pa.; Franklin, Pa.; Gettysburg, Pa.; Greensburg, Pa.; Greenville, Pa.; Hanover, Pa.; Hazleton, Pa.; Homestead, Pa.; Honesdale, Pa.; Huntington, Pa.; Indiana, Pa.; Jeanette, Pa.; Kane, Pa.; Kittanning, Pa.; Lansdowne, Pa.; Lathrobe, Pa.; Lebanon, Pa.; Lewisburg, Pa.; Lewiston, Pa.; Lockhaven, Pa.; McKeesport, Pa.; McKees Rocks, Pa.; Mahanoy City, Pa.; Meadville, Pa.; Media, Pa.; Milton, Pa.; Monessen, Pa.; Monongahela, Pa.; Mt. Carmel, Pa.; Nanticoke, Pa.; New Brighton, Pa.; Newcastle, Pa.; Norristown, Pa.; Oil City, Pa.; Phillipsburg, Pa.; Phoenixville, Pa.; Pittston, Pa.; Plymouth, Pa.; Ridgway, Pa.; Rochester, Pa.; Sayre, Pa.; Scotdale, Pa.; Sewickley, Pa.; Shamokin, Pa.; Sharon, Pa.; Sharpsburg, Pa.; Shenandoah, Pa.; South Bethlehem, Pa.; Steelton, Pa.; Sunbury, Pa.; Tarentum, Pa.; Titusville, Pa.; Towanda, Pa.; Tyrone, Pa.; Union City, Pa.; Uniontown, Pa.; Vandergrift, Pa.; Warren, Pa.; Washing-

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ton, Pa.; Wayne, Pa.; Waynesboro, Pa.; Waynesburg, Pa.; Westchester, Pa.

See Note 2, First District.

FOURTH DISTRICT.

Headquarters, Washington, D. C.

At the following offices the names of male eligibles are entered on only one register, namely, the clerk or the carrier register, and male applicants must indicate in their applications whether they desire the position of clerk or carrier:

Baltimore, Md.; Norfolk, Va.; Richmond, Va.; Washington, D. C.; Wheeling, Va.

See Note 1, First District.

Examinations for the following offices are held, as far as practicable, on the first Wednesday or Saturday after the 15th of November of each year:

Asheville, N. C.; Baltimore, Md.; Charleston, W. Va.; Parkersburg, W. Va.; Raleigh, N. C.; Charlotte, N. C.; Cumberland, Md.; Greensboro, N. C.; Lynchburg, Va.; Norfolk, Va.; Roanoke, Va.; Washington, D. C.; Wheeling, W. Va.; Wilmington, N. C.; Winston-Salem, N. C.

Blank forms of application may be obtained at any time either from the Secretary of the Fourth District Examining Board, Civil Service Commission, Washington, D. C., or from the auxiliary secretary at the office where appointment is desired. Applications when executed must be filed

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with the secretary of the board at Washington, D. C., prior to 4.30 p. m. on the third Monday in October. Applications received after that time will be filed for the next examination.

Examinations for the following offices are held only when eligibles are needed, and application blanks will not be given out until the examinations are announced:

Alexandria, Va.; Annapolis, Md.; Bedford City, Va.; Bluefield, W. Va.; Charlottesville, Va.; Clarksburg, W. Va.; Danville, Va.; Durham, N. C.; Elizabeth City, N. C.; Fairmont, W. Va.; Fayetteville, N. C.; Frederick, Md.; Fredericksburg, Va.; Goldsboro, N. C.; Grafton, W. Va.; Hagerstown, Md.; Hampton, Va.; Harrisonburg, Va.; Highpoint, N. C.; Huntington, W. Va.; Manchester, Va.; Martinsburg, W. Va.; Morgantown, W. Va.; Moundsville, W. Va.; Newbern, N. C.; Newport News, Va.; Petersburg, Va.; Portsmouth, Pa.; Salisbury, Md.; Salisbury, N. C.; Sisterville, W. Va.; Statesville, N. C.; Staunton, Va.; Westminster, Md.; Winchester, Va.

See Note 2, First District.

FIFTH DISTRICT.

Headquarters, Atlanta, Ga.

Examinations can be taken only in the cities where employment is desired. At the following offices the names of male eligibles will be entered on only one register, namely, the clerk or the carrier register, and male appli-

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cants for those offices must indicate in their applications whether they desire the position of clerk or carrier:

Atlanta, Ga.; Augusta, Ga.; Birmingham, Ala.; Charleston, S. C.; Chattanooga, Tenn.; Knoxville, Tenn.; Memphis, Tenn.; Mobile, Ala.; Nashville, Tenn.; Savannah, Ga.

See Note 1, First District.

Examinations for the following offices are held, as far as practicable, on the first Wednesday or Saturday after the 15th of November of each year:

Atlanta, Ga.; Augusta, Ga.; Birmingham, Ala.; Charleston, S. C.; Chattanooga, Tenn.; Columbia, S. C.; Columbus, Ga.; Jackson, Miss.; Jacksonville, Fla.; Knoxville, Tenn.; Macon, Ga.; Memphis, Tenn.; Mobile, Ala.; Montgomery, Ala.; Nashville, Tenn.; Savannah, Ga.; Tampa, Fla.; Vicksburg, Miss.

Applications may be obtained at any time either from the District Secretary at Atlanta, Ga., or from the local secretary at the office where appointment is desired. The application when executed must be filed with the District Secretary at Atlanta, Ga., prior to 4 o'clock p. m., on the third Monday in October. Applications received after that time will be filed for the next subsequent examination.

Examinations for the following offices are held only when eligibles are needed, and application blanks will not be given out until the examinations are announced:

Albany, Ga.; Americus, Ga.; Anderson, S. C.; Annis-

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ton, Ala.; Athens, Ga.; Bessemer, Ala, Bristol, Tenn.; Brunswick, Ga.; Clarksville, Tenn.; Columbia, Tenn.; Columbus, Miss.; Cordele, Ga.; Florence, Ala.; Gadeden, Ala.; Gainesville, Fla.; Greensville, Miss.; Greenville, S. C.; Greenville, Tenn.; Harriman, Tenn.; Hattiesburg, Miss.; Huntsville, Ala.; Jackson, Tenn.; Johnson City, Tenn.; Key West, Fla.; Meriden, Miss.; Miami, Fla.; Natchez, Miss.; Ocala, Fla.; Pensacola, Fla.; Rock Hill, S. C.; Rome, Ga.; St. Augustine, Fla.; Selma, Ala.; Spartanburg, S. C.; Sumter, S. C.; Thomasville, Ga.; Tuscaloosa, Ala.; Valdosta, Ga.; Waycross, Ga.; Yazoo City. Miss.

See Note 2, First District.

SIXTH DISTRICT.

Headquarters, Cincinnati, O.

At the following offices the names of male eligibles will be entered on only one register, namely, the clerk or the carrier register, and male applicants for those offices must indicate in their applications whether they desire the position of clerk or carrier:

Akron, O.; Canton, O.; Cincinnati, O.; Cleveland, O.; Columbus, O.; Covington, Ky.; Dayton, O.; Evansville, Ind.; Fort Wayne, Ind.; Indianapolis, Ind.; Louisville, Ky.; Newport, Ky.; South Bend, Ind.; Springfield, O.; Terre Haute, Ind.; Toledo, O.; Youngstown, O.

See Note 1, First District.

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Examinations for the following offices are held, as far as practicable, on the first Wednesday or Saturday after the 15th of November of each year:

Akron, O.; Anderson, Ind.; Ashland, O.; Canton, O.; Cincinnati, O.; Cleveland, O.; Columbus, O.; Covington, Ky.; Dayton, O.; East Liverpool, O.; Elkhart, Ind.; Evansville, Ind.; Fort Wayne, Ind.; Hamilton, O.; Indianapolis, Ind.; Lafayette, Ind.; Lexington, Ky.; Lima, O.; Louisville, Ky.; Mansfield, O.; Marion, Ind.; Muncie, Ind.; Newport, Ky.; Paducah, Ky.; Richmond, Ind.; South Bend, Ind.; Springfield, O.; Terre Haute, Ind.; Toledo, O.; Youngstown, O.; Zanesville, O.

Blank forms of application may be obtained at any time either from the Secretary, Sixth U. S. Civil Service District, room 418, fourth floor, Post Office, Cincinnati, or from the local secretary at the office where appointment is desired. The applications when executed must be filed with the District Secretary at Cincinnati, prior to 4.30 p. m., on the third Monday in October. Applications received after that time will be filed for the next examination.

Examinations for the following offices will be held only when eligibles are needed, and application blanks will not be given out until the examinations are announced:

Alexandria, Ind.; Alliance, O.; Ashland, Ky.; Ashtabula, O.; Athens, O.; Attica, Ind.; Barberton, O.; Bedford, Ind.; Bellaire, O.; Bellefontaine, O.; Bloomington, Ind.; Bluffton, Ind.; Bowling Green, Ky.; Bowling Green, O.; Brazil,

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Ind.; Bucyrus, O.; Cambridge, O.; Canal Dover, O.; Chillicothe, Ind.; Circleville, O.; Coshocton, O.; Crawfordsville, Ind.; Columbia City, Ind.; Columbus, Ind.; Connersville, Ind.; Conneaut, O.; Danville, Ky.; Decatur, Ind.; Defiance, O.; Delaware, O.; Elwood, Ind.; Elyria, O.; Finley, O.; Fostoria, O.; Frankfort, Ky.; Frankfort, Ind.; Franklin, Ind.; Fremont, O.; Galion, O.; Gallipolis, O.; Goshen, Ind.; Greencastle, Ind.; Greenfield, Ind.; Greenfield, O.; Greensburg, Ind.; Greenville, O.; Hammond, Ind.; Hartford City, Ind.; Henderson, Ky.; Hillsboro, O.; Hopkinsville, Ky.; Huntington, Ind.; Ironton, O.; Jeffersonville, Ind.; Kendallville, Ind.; Kenton, O.; Kokoma, Ind.; Lancaster, O.; Laporte, Ind.; Lebanon, Ind.; Lebanon, O.; Logansport, Ind.; Lorain, O.; Madison, Ind.; Marietta, O.; Marion, O.; Martinsville, Ind.; Massillon, O.; Maysville, Ky.; Michigan City, Ind.; Middletown, O.; Mishawaka, Ind.; Mount Vernon, O.; New Albany, Ind.; Newark, O.; Newcastle, Ind.; New Philadelphia, O.; Niles, O.; Noblesville, Ind.; North Vernon, Ind.; Norwalk, O.; Oberlin, O.; Owensboro, Ky.; Painesville, O.; Paris, Ky.; Peru, Ind.; Piqua, O.; Portland, Ind.; Portsmouth, O.; Princeton, Ind.; Ravenna, O.; Rushville, Ind.; St. Marys, O.; Salem, O.; Sandusky, O.; Seymour, Ind.; Shelby, O.; Shelbyville, Ind.; Sidney, O.; Steubenville, O.; Tiffin, O.; Troy, O.; Union City, Ind.; Urbana, O.; Valparaiso, Ind.; Van Wert, O.; Vincennes, Ind.; Wabash, Ind.; Warren, O.; Warsaw, Ind.; Washington Court House,

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O.; Washington, Ind.; Winchester, Ind.; Wooster, O.; Xenia, O.

See Note 2, First District.

SEVENTH DISTRICT.

Headquarters, Chicago, Ill.

At the following offices the names of male eligibles will be entered on only one register, namely, the clerk or the carrier register, and male applicants for those offices must indicate in their applications whether they desire the position of clerk or carrier.

Battle Creek, Mich.; Chicago, Ill.; Detroit, Mich.; Evanston, Ill.; Grand Rapids, Mich.; Jackson, Mich.; Milwaukee, Wis.; Peoria, Ill.; Racine, Wis.; Rockford, Ill.; Superior, Wis.

See Note 1, First District.

Examinations for the following offices are held, as far as practicable, on the first Wednesday or Saturday after the 15th of November of each year:

Aurora, Ill.; Ann Arbor, Mich.; Battle Creek, Mich.; Bay City, Mich.; Chicago, Ill.; Detroit, Mich.; Elgin, Ill.; Evanston, Ill.; Freeport, Ill.; Galesburg, Ill.; Grand Rapids, Mich.; Green Bay, Wis.; Jackson, Mich.; Joliet, Ill.; Kalamazoo, Mich.; La Crosse, Wis.; Lansing, Mich.; Madison, Mich.; Marshall, Mich.; Milwaukee, Wis.; Moline, Ill.; Muskegon, Mich.; Oak Park, Ill.; Oshkosh, Wis.; Peoria, Ill.; Port Huron, Mich.; Racine, Wis.;

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Rockford, Ill.; Rock Island, Ill.; Saginaw, Mich.; Superior, Wis.

Blank forms of application may be obtained at any time either from the Secretary of the Seventh U. S. Civil Service District, room 41 second floor, Post Office, Chicago, or from the local secretary at the office where appointment is desired. The application when executed must be filed with the District Secretary at Chicago prior to 4.30 p. m. on the third Monday in October. Applications received after that time will be filed for the next subsequent examination.

Examinations for the following offices will be held only when eligibles are needed, and application blanks will not be given out until the examinations are announced:

Adrian, Mich.; Albion, Mich.; Alpena, Mich.; Antigo, Wis.; Appleton, Wis.; Ashland, Wis.; Baraboo, Wis.; Batavia, Ill.; Beaver Dam, Wis.; Beloit, Wis.; Belvidere, Ill.; Benton Harbor, Mich.; Big Rapids, Mich.; Blue Island, Ill.; Cadillac, Mich.; Calumet, Mich.; Charlotte, Mich.; Chicago Heights, Ill.; Chippewa, Falls, Wis.; Coldwater, Mich.; DeKalb, Ill.; Divon, Ill.; Dowagiac, Mich.; Dwight, Ill.; Eau Claire, Wis.; Escanaba, Mich.; Flint, Mich.; Fond du Lac, Wis.; Fort Atkinson, Wis.; Galena, Ill.; Hancock, Mich.; Harvey, Ill.; Hastings, Mich.; Hillsdale, Mich.; Holland, Mich.; Ionia, Mich.; Iron Mountain, Mich.; Ironwood, Mich.; Isthpeming, Mich.; Janesville, Wis.; Kankakee, Ill.; Kenosha, Wis.; Kewanee, Ill.;

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LaGrange, Ill.; LaSalle, Ill.; Ludington, Mich.; Manito-Woco, Wis.; Manistee, Mich.; Marinette, Wis.; Marquette, Mich.; Marshfield, Wis.; Maywood, Ill.; Menasha, Wis.; Mendota, Ill.; Menominee, Mich.; Menomonie, Wis.; Merrill, Wis.; Monmouth, Ill.; Morgan Park, Ill.; Monroe, Mich.; Mount Clemens, Mich.; Mount Pleasant, Mich.; Neenah, Wis.; Niles, Mich.; Ottawa, Ill.; Owosso, Mich.; Peru, Ill.; Petoskey, Mich.; Pontiac, Mich.; Portage, Wis.; Princeton, Ill.; Rhinelander, Wis.; Saginaw-West Side, Mich.; St. Charles, Ill.; St. Johns, Mich.; St. Joseph, Mich.; Sault Ste. Marie, Mich.; Sheboygan, Wis.; South Haven, Mich.; Stevens Point, Wis.; Sterling, Ill.; Streator, Ill.; Three Rivers, Mich.; Traverse City, Mich.; Watertown, Wis.; Waukegan, Ill.; Waukesha, Wis.; Wausau, Wis.; Wauwatosa, Wis.; West Bay City, Mich.; Wheaton, Ill.; White Water, Wis.; Wyandotte, Mich.; Ypsilanti, Mich.; Zion City, Ill.

See Note 2, First District.

EIGHTH DISTRICT.

Headquarters, St. Paul, Minn.

At the following offices the names of male eligibles are entered on only one register, namely, the clerk or the carrier register, and male applicants must indicate in their applications whether they desire the position of clerk or carrier:

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Davenport, Iowa; Des Moines, Iowa; Dubuque, Iowa; Duluth, Minn.; Lincoln, Neb.; Minneapolis, Minn.; Omaha, Neb.; Sioux City, Iowa; South Omaha, Neb.; St. Paul, Minn.

See Note 1, First District.

Examinations for the following offices are held, as far as praticable, on the first Wednesday or Saturday after the 15th of November of each year:

Burlington, Iowa; Cedar Bluffs, Iowa; Council Bluffs, Iowa; Davenport, Iowa; Des Moines, Iowa; Duluth, Minn.; Minneapolis, Minn.; Omaha, Neb.; Ottumwa, Iowa; Sioux City, Iowa; Sioux Falls, S. Dak.; South Omaha, Neb.; Fargo, N. Dak.; Keokuk, Iowa; Lincoln, Neb.; St. Paul, Minn.; Waterloo, Iowa; Winona, Minn.; York, Neb.

Blank forms of application may be obtained at any time either from the secretary of the board, room 532, fifth floor, Post Office, St. Paul, or from the local secretary at the office where appointment is desired. The application when executed must be filed with the secretary of the board, room 532, fifth floor, Post Office, St. Paul, prior to 4 o'clock p. m., on the third Monday in October. Applications received after that time will be filed for the next examination.

Examinations for the following offices will be held only when eligibles are needed, and application blanks will not be given out until the eaxminations are announced:

Aberdeen, S. Dak.; Albert Lea, Minn.; Ames, Iowa;

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Atlantic, Iowa; Austin, Minn.; Beatrice, Neb.; Bismarck, N. Dak.; Boone, Iowa; Brainerd, Minn.; Carroll, Iowa; Cedar Falls, Iowa; Centerville, Iowa; Charles City, Iowa; Cherokee, Iowa; Clarinda, Iowa; Clinton, Iowa; Creston, Iowa; Crookston, Minn.; Deadwood, S. Dak.; Decorah, Iowa; Estherville, Iowa; Fairbury, Neb.; Fairfield, Iowa; Faribault, Minn.; Fort Dodge, Iowa; Fort Madison, Iowa; Fergus Falls, Minn.; Fremont, Neb.; Grinnell, Iowa.; Hastings, Neb.; Huron, S. Dak.; Independence, Iowa; Iowa City, Iowa; Iowa Falls, Iowa; Jamestown, N. Dak.; Kearney, Neb.; Lead, S. Dak.; Lemars, Iowa; Little Falls, Minn.; Lyons, Iowa; Marion, Iowa; Marshalltown, Iowa; Mason City, Iowa; Mitchell, S. Dak.; Mount Pleasant, Iowa; Muscatine, Iowa; Nebraska City, Neb.; Newton, Iowa; Norfolk, Neb.; Northfield, Minn.; Oelwein, Iowa; Osage, Iowa; Oskaloosa, Iowa; Owatonna, Minn.; Red Oak, Iowa; Red Wing, Minn.; Rochester, Minn.; Shenandoah, Iowa; St. Cloud, Minn.; Stillwater, Minn.; Washington, Iowa; Watertown, S. Dak.; Webster City, Iowa; Lankton, S. Dak.

See Note 2, First District.

NINTH DISTRICT.

Headquarters, St. Louis, Mo.

At the following offices the names of male eligibles will be entered on only one register, namely, the clerk or the carrier register, and male applicants must indicate in their

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applications whether they desire the position of clerk or carrier:

Kansas City, Mo.; Little Rock, Ark.; Quincy, Ill.; St. Joseph, Mo.; St. Louis, Mo.; Springfield, Ill.; Topeka, Kans.

See Note 1, First District.

Examinations for the following offices are held, as far as practicable, on the first Wednesday or Saturday after the 15th of November of each year:

Atchison, Kans.; Bloomington, Ill.; Danville, Ill.; Decatur, Ill.; East St. Louis, Ill.; Fort Smith, Ark.; Joplin, Mo.; Kansas City, Kans.; Kansas City, Mo.; Little Rock, Ark.; Oklahoma, Okla.; Quincy, Ill.; St. Joseph, Mo.; St. Louis, Mo.; Springfield, Ill.; Springfield, Mo.; Topeka, Kans.; Wichita, Kans.

Blank forms of application may be obtained at any time either from the Secretary, Ninth U. S. Civil Service District, Appraiser's Stores Building, St. Louis, Mo., or from the local secretary at the office where appointment is desired. Applications when executed must be filed with the District Secretary at St. Louis, Mo., prior to 4.30 p. m. on the third Monday in October. Applications received after that time will be filed for the next examination.

Examinations for the following offices are held only when eligibles are needed, and application blanks will not be given out until the examinations are announced:

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Abilene, Kans.; Alton, Ill.; Ardmore, Ind. T.; Arkansas City, Kans.; Belleville, Ill.; Beloit, Ill.; Cairo. Ill.; Canton, Ill.; Cape Girardeau, Mo.; Carrolton, Mo.; Carthage, Mo.; Centralia, Ill.; Champaign, Ill.; Chanute, Kans.; Charleston, Ill.; Chillicothe, Mo.; Clay Center, Kans.; Clinton, Ill.; Clinton, Mo.; Coffeyville, Kans.; Columbia, Mo.; Concordia, Kans.; Elreno, Okla.; Emporia, Kans.; Enid, Okla.; Fayetteville, Ark.; Fort Scott, Kans.; Fulton, Mo.; Galena, Kans.; Girard, Kans.; Greenville, Ill.; Guthrie, Okla.; Hannibal, Mo.; Helena, Ark.; Hiawatha, Kans.; Hoopeston, Ill.; Hot Springs, Ark.; Hutchinson, Kans.; Independence, Kans.; Independence, Mo.; Iola, Kans.; Jacksonville, Ill.; Jefferson City, Mo.; Jonesboro, Ark.; Junction City, Kans.; Kirksville, Mo.; Lawrence, Kans.; Lawton, Okla.; Leavenworth, Kans.; Lincoln, Ill.; Litchfield, Ill.; Louisiana, Mo.; Macomb, Ill.; Macon, Mo.; Marshall, Mo.; Maryville, Mo.; Manhattan, Kans.; McPherson, Kans.; Matoon, Ill.; Muscogee, Ind. T.; Mount Vernon, Ill.; Mexico, Mo.; Moberly, Mo.; Murphysboro, Ill.; Nevada, Mo.; Newton, Kans.; Olathe, Kans.; Ottawa, Kans.; Pana, Ill.; Paris, Ill.; Parsons, Kans.; Pekin, Ill.; Perry, Okla.; Pine Bluff, Ark.; Pittsburg, Kans.; Poplar Bluff, Mo.; St. Charles, Mo.; Salina, Kans.; Sedalia, Mo.; Shawnee, Okla.; South McAlester, Ind. T.; Taylorville, Ill.; Texarkana, Ark.; Trenton, Mo.; Urbana, Ill.; Warrensburg, Mo.; Webb City, Mo.; Wellington, Kans.; Winfield, Kans.

See Note 2, First District.

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TENTH DISTRICT.

Headquarters, New Orleans, La.

Examinations for the following offices are held on the first Wednesday or Saturday after the 15th of November of each year:

Austin, Tex.; Beaumont, Tex.; Dallas, Tex.; El Paso, Tex.; Forth Worth, Tex.; Galveston, Tex.; Houston, Tex.; New Orleans, La.; San Antonio, Tex.; Shreveport, La.; Waco, Tex.

Blank forms of application may be obtained at any time either from the Secretary, Tenth Civil Service District, Custom House, New Orleans, La., or from the local secretary at the office where appointment is desired. Applications when executed must be filed with the District Secretary at New Orleans, La., prior to 4.30 p. m. on the third Monday in October. Applications received after that time will be filed for the next subsequent examination.

At the following offices the names of male eligibles are entered on only one register, namely, the clerk or carrier register, and male applicants for those offices must indicate in their applications whether they desire the position of clerk or carrier:

Dallas, Tex.; Fort Worth, Tex.; Galveston, Tex.; Houston, Tex.; New Orleans, La.; San Antonio, Tex.

See Note 1, First District.

Examinations for the following offices are held only when

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eligibles are needed, and application blanks will not be given out until the examinations are announced:

Abilene, Tex.; Alexandria, La.; Amarillo, Tex.; Baton Rouge, La.; Bonham, Tex.; Cleburne, Tex.; Corsicana, Tex.; Crowley, La.; Denison, Tex.; Gainesville, Tex.; Greenville, Tex.; Hillsboro, Tex.; Lake Charles, La.; Laredo, Tex.; McKinney, Tex.; Marshall, Tex.; Monroe, La.; New Iberia, La.; Palestine, Tex.; Paris, Tex.; Sherman, Tex.; Temple, Tex.; Terrell, Tex.; Tyler, Tex.; Waxahachie, Tex.; Weatherford, Tex.

See Note 2, First District.

ELEVENTH DISTRICT.

Headquarters, Denver, Col.

At the following offices the names of male eligibles will be entered on only one register, namely, the clerk or the carrier register, and male applicants for those offices must indicate in their applications whether they desire the position of clerk or carrier:

Colorado Springs, Col.; Denver, Col.; Pueblo, Col.; Salt Lake City, Utah.

See Note 1, First District.

Examinations for the following offices are held, as far as practicable, on the first Wednesday or Saturday after the 15th of November of each year:

Salt Lake City, Utah; Ogden, Utah; Pueblo, Col.; Denver, Col.; Colorado Springs, Col.

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Blank forms of application may be obtained at any time from the Secretary of the Board of U. S. Civil Service Examiners, Post Office, Denver, Col., or from the local secretary at the office where appointment is desired. Applications when executed must be filed with the secretary of the board at Denver, Col., prior to 4.30 p. m. on the third Monday in October. Applications received after that time will be filed for the next subsequent examination.

Examinations for the following offices are held only when eligibles are needed and application blanks are not given out until the examinations are announced:

Albuquerque, N. Mex.; Aspen, Col.; Boulder, Col.; Canon City, Col.; Cheyenne, Wyo.; Cripple Creek, Col.; Durango, Col.; Florence, Col.; Fort Collins, Col.; Grand Junction, Col.; Greeley, Col.; Laramie, Wyo.; Las Vegas, N. Mex.; Leadville, Col.; Logan, Utah.; Phoenix, Ariz.; Prescott, Ariz.; Provo City, Utah; Rockyford, Col.; Santa Fe, N. Mex.; Sheridan, Wyo.; Trinidad, Col.; Tuczon, Ariz.; Victor, Col.

See Note 2, First District.

TWELFTH DISTRICT.

Headquarters, San Francisco, Cal.

The name of each male eligible for the following-named post offices will be entered on only one register, namely, the clerk or the carrier register, and male applicants must

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therefore indicate in their applications whether they desire the position of clerk or carrier:

Los Angeles, Oakland, Sacramento, San Francisco, San Jose, Cal.; Butte, Mont.; Portland, Ore.; Seattle, Wash.; Spokane, Wash.; Tacoma, Wash.

See Note 1, First District.

Examinations for the following-named offices are held, as far as practicable, on the first Wednesday or Saturday after the 15th of November of each year.

Oakland and San Francisco, Cal., to be held in San Francisco; Fresno, Los Angeles. Pasadena, Sacramento, San Diego, San Jose and Stockton, Cal., in those places, respectively; Butte, Helena, Mont.; Portland, Ore.; Seattle, Spokane, Tacoma, Wash., in those places, respectively.

Blank forms of applications may be obtained at any time either from the secretary of the board, Post Office, San Francisco; the auxiliary secretary at the post office at San Diego, Cal., or from the auxiliary secretary at the office where appointment is desired. The application when executed must be filed with the secretary of the board, Post Office, San Francisco, prior to 4 o'clock p. m., on the third Monday in October. Applications received after that time will be filed for the next subsequent examination.

Examinations for the following offices are held only when eligibles are needed, and application blanks will not be given out until the examinations are announced.

In the State of California. Alameda, Bakersfield,

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Berkeley, Chico, Eureka, Hanford, Long Beach, Marysville, Napa, Palo, Alto, Petaluma, Pomona, Redding, Redlands, Riverside, San Bernardino, San Luis Obispo, San Rafael, Santa Ana, Santa Barbara, Santa Cruz, Santa Rosa, Vallejo, Visalia, Watsonville.

In the State of Nevada: Reno.

Aberdeen, Wash.; Albany, Ore.; Anaconda, Mont.; Astoria, Ore.; Baker City, Ore.; Bellingham, Wash.; Billings, Mont.; Boise, Idaho; Bozeman, Mont.; Eugene, Ore.; Everett, Wash.; Great Falls, Mont.; Kalispell, Mont.; Lewiston, Idaho; Livingston, Mont.; Missoula, Mont.; Moscow, Idaho; North Yakima, Wash.; Olympia, Wash.; Pendleton, Ore.; Pocatello, Idaho; Salem, Ore.; The Dalles Ore.; Walla Walla, Wash.

See Note 2. First District.

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CHAPTER XIII.

RULES FOR LETTER CARRIERS.

How Mail Must Be Delivered—Work of Substitutes—Requirements, Uniforms, Etc.

Letter carriers and substitute letter carriers are appointed by the Postmaster General on the nomination of the postmaster.

Selection of persons for appointment as substitute letter carriers must be made by the postmaster from the carriers' eligible register in the manner prescribed by the Civil Service Rules and the nomination submitted to the First Assistant Postmaster General (Division of Free Delivery), on Form 1101, together with the certificate for original appointment, Postal Service, Form 145, issued by the local Civil Service Board. When two or more persons are nominated on the same day for appointment as substitute letter carrier, their seniority shall be determined by their standing, or rating, on the eligible register, and by the order of their selection.

A vacancy in the regular force must be filled by the promotion of the senior substitute, whom the postmaster shall nominate for appointment on Form 1101. When a vacancy occurs in the regular force and there are no substitute letter carriers the nomination for appointment to fill such vacancy shall be made in the manner prescribed

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in the appointment of substitute letter carriers. The selection of letter carriers and substitute letter carriers at new free delivery offices, upon their establishment, is made from the carriers' eligible register by the Postmaster General.

When a vacancy occurs or an emergency arises necessitating the immediate appointment of a letter carrier and there are no available substitutes, and the eligible register contains less than three names, the postmaster may nominate, for temporary appointment not to exceed ninety days, any person of good character who is within the age limitations. A postmaster is not required to, but may make a selection from an eligible register containing less than three names.

Reinstatements to the service will only be made in accordance with Rule IX. of the Civil Service Rules. Applications for reinstatement to the service must be made through the postmaster to the First Assistant Postmaster General (Division of Free Delivery). If the application be favorably considered, the First Assistant Postmaster General will make requisition on the Civil Service Commission for a certificate for reinstatement.

Where an applicant for reinstatement is an honorably discharged solider or sailor of the late Civil War or war with Spain he must give the number of the company and the regiment in which he served, and, if possible, transmit through the postmaster the certificate of his honorable discharge from the military or naval service.

Transfers from the grade of clerk to that of carrier in the same office may be made,—provided they are effected

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by exchange of positions, and the clerks to be transferred are physically able to perform the duties of a carrier, but transfers from the clerical force to vacancies in the letter carrier force will not be permitted, except in cases where, in the judgment of the First Assistant Postmaster General, the best interests of the service will be subserved.

The transfer of a carrier from one office to another will not be permitted unless it is shown by the sworn statement of a reputable physician that the health of the carrier or of a member of his immediate family requires a change of climate, and that the transfer is desired on that account. Applications for transfer must be indorsed by the postmaster and transmitted by him to the First Assistant Postmaster General (Division of Free Delivery), with a full statement of the circumstances surrounding each case.

Resignations of letter carriers and substitute letter carriers must be made in writing and forwarded to the First Assistant General (Division of Free Delivery). No resignation requested by the postmaster, or by anyone for him, will be accepted.

Letter carriers will not be removed execpt for just cause, upon written charges filed with the First Assistant Postmaster General (Division of Free Delivery), of which they shall be given due notice and allowed full opportunity for defense. The charges shall specifically set forth alleged delinquency or misconduct, giving the date and place of the occurrence.

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Every letter carrier shall give bonds, with sureties, to be approved by the Postmaster General, for the safe custody and delivery of all mail matter, and the faithful account and payment of all money received by him. Each letter carrier and substitute letter carrier shall, at the time of his appointment, give bonds in the sum of one thousand dollars. It is preferred that bonds furnished by one of the surety companies authorized to act as sureties on official bonds be given. The original bonds of two or more carriers or substitutes, appointed at the same time, may be given on a blanket or schedule form. Letter carriers transferred from one post office to another, and substitutes promoted to be regular carriers, must file new bonds, their former bonds terminating on the date of such transfer or promotion. A list of the companies authorized to act as sole surety on official bonds will be furnished upon application to the First Assistant Postmaster General (Division of Free Delivery). All bonds of carriers must be filed with the First Assistant Postmaster General (Division of Free Delivery).

Every carrier, before beginning active service, shall take the official oath prescribed in Section 207, which oath will be retained on the files of the local post office, subject to the call of the First Assistant Postmaster General or to inspection by a post office inspector or other officer of the Post Office Department.

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UNIFORMS OF CARRIERS.

The Postmaster General may prescribe a uniform dress to be worn by letter carriers, and any person not connected with the letter carrier branch of the Postal Service who shall wear the uniform which may be prescribed shall for every such offense be punishable by a fine of not more than one hundred dollars, or by imprisonment for not more than six months, or both.

Letter carriers and substitutes must procure uniforms at their own expense. Postmasters will advise and assist them in obtaining well-fitting suits of the prescribed material and at the best terms.

Uniforms made according to the following specifications must be worn by all letter carriers:

FOR WINTER UNIFORM.

Coat.—A double breasted, square-corner sack coat, with lapels, and made of bluish-gray worsted or serge, terminating two-thirds of the distance from the top of the hipbone to the knee, with a pocket at each side and one on the left breast, all outside, with flaps 2¾ to 3 inches wide, with length to suit height of wearer, say, 6½ to 7 inches; coat to be piped with the best grade mohair braid, 1/16 inch projecting, to be inserted between edges; ten brass buttons with the design of this Department (letter carrier in uniform, with mail bag on shoulder and letter in uplifted hand, or present design with letters "P. O. D." beneath), down

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the front to button to the neck, and cord piping around the sleeves, 2½ inches from the bottom, to correspond with piping on the edge; two circular buttons (vest size) on sleeve of coat, equidistant below cord on sleeve; on right shoulder a brass hook 1½ inches long by ¾ inch wide, to be two inches above sleeve seam, to retain strap of mail bag in its position; coat to be lined with durable all-wool flannel.

Trousers.—Of same material and color of coat, with fine black broadcloth piping, ¼ inch wide, down the outside seam. Side and two hip pockets, to be made of strong, durable material.

Vest.—A single-breasted vest of same material and color as coat and trousers, with seven circular, brass buttons (vest size), with the letters "P. O. D." upon the face. Four pockets on outside, two on breast, and two at waist, and one on inside.

Overcoat or Cape.—A reversible cape (detached from the coat) reaching to the cuff of the coat sleeve when the arm is extended, of the same material and color on one side, and gutta-percha cloth on the other side, with five buttons, the same as on the coat, down the front, and bound entirely round with black mohair piping; or an overcoat of the same material and color, trimmed to correspond with the coat, with five brass buttons down the front of the same size and design as the coat button. It shall not be obligatory on the carriers to wear either, but whenever additional

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covering is needed the postmaster of each city will decide, in accordance with the wishes of the majority of the carriers, which shall be worn, as both must not be worn in the same city.

FOR SUMMER WEAR.

Coat.—Single-breasted, straight-front sack, with square corners, skeleton made, of bluish-gray flannel, or a light-weight bluish-gray worsted or serge, and terminating two-thirds distance from top of hipbone to knee, with lapels (medium roll) made to button over the breast; three pockets outside, with flaps, one on each side and one on left breast. Coat to be bound with black mohair piping, 1/16 inch projection, and five buttons down front, four buttons to button, and one at top, under lapel of coat.

Trousers.—Same material and color as coat, with black cloth cord, 1/4 inch wide, down the outside seam. Side and two hip pockets, to be made of strong and durable material.

Vest.—Same material and color as coat and trousers, piped same as coat, with collar cut to open same height as coat, and five regulation buttons down the front. Vest may be omitted in Summer. During the heated term postmasters may permit letter carriers to wear a neat shirt or loose fitting blouse, instead of coat and vest, the same to be made of light-gray chambray, gingham, light-gray cheviot, or other light-gray washable material, to be worn with turn-down collar, dark tie, and neat belt, all to be uniform

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at each office. All garments must be sewed with pure-dye sewing silk, and the garments must be furnished in a proper and workmanlike manner and goods thoroughly shrunk.

Carriers must be designated by number, and nickel-plated figures nine-sixteenths of an inch in length, surmounted by a metallic wreath, must be worn on the hat, cap, or helmet, the design and pattern to be uniform at all offices, and to be regarded as a part of the carrier's uniform.

Length of service as letter carriers shall be indicated on the carrier's uniforms by stars, as follows:

Five years service, one black silk star.

Ten years' service, two black silk stars.

Fifteen years' service, one red silk star.

Twenty years' service, two red silk stars.

Twenty-five years' service, one silver star.

Thirty years' service, two silver stars.

Forty years' service, two gold stars.

All stars will be three-fourths of an inch in diameter and placed one-half inch above black braid on each sleeve, equidistant between seams.

Postmasters of free delivery offices will cause a careful inspection of carriers' uniforms to be made twice a year. A carrier should not be required to buy a new suit or any part thereof, unless the postmaster, after inspection, decides that it is necessary in order to maintain a uniform and neat appearance of the force.

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PERFORMANCE OF SERVICE.

All letter carriers at free delivery offices shall be entitled to leave of absence, not to exceed fifteen days in each year, without loss of pay. The words "each year" mean fiscal year (July 1st to June 30th, inclusive), and carriers in the service on the first day of July are entitled to receive fifteen days' vacation, inclusive of Sundays and holidays, at any time during the year when the postmaster can best spare them. Carriers entering the service after the first day of July are entitled to a pro rata leave of absence during the remainder of the fiscal year, equal to one and a quarter days for each month.

Carriers serving as members of the local Civil Service Boards during examinations, as members of the United States Militia of the District of Columbia, or as witnesses for the Government in the United States courts, shall be given leave with full pay during necessary absence occasioned by such service.

Postmasters may, in addition to the leave of absence provided by law, grant a leave of absence without pay to carriers in cases of illness, disability received in the service, or other urgent necessity, such leave not to exceed thirty days. An application for a leave of absence to cover a longer period of time must be made to the First Assistant Postmaster General (Division of Free Delivery) for suspension with loss of pay, or for removal from the service, as the circumstances may require.

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When the regular carriers are absent from duty for any cause, their places shall be supplied by substitute carriers. The Postmaster General is authorized to employ, when necessary, during the time such fifteen days' leave of absence is granted to a letter carrier, such number of substitute letter carriers as may be deemed advisable, who shall be paid for the services rendered at the rate of six hundred dollars per annum.

Substitute carriers shall be assigned to duty by the postmaster, or his representative, and must never be called into service by carriers, except in cases of urgent necessity, when it is plainly impossible to notify the postmaster in time, either by telephone or messenger.

Substitute letter carriers will be paid one dollar per annum, payable quarterly. They also receive pay at the rate of $600 per annum when serving in place of carriers who have been granted annual leave of absence. The pro rata salary of carriers for whom they serve who are absent with full pay in order that they may serve as members of local Civil Service Boards in conducting examinations, as witnesses for the Government in United States courts, or as members of the United States Militia of the District of Columbia.

When substitutes serve for regular carriers on Sunday and perform the same amount of work the regular carrier would have performed on that day, they receive a full day's pay.

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HOURS OF SERVICE FOR CARRIERS.

Eight hours constitutes a day's work for letter carriers in cities or postal districts connected therewith, for which they receive the same pay as is paid for a day's work of a greater number of hours. If any letter carrier is employed a greater number of hours per day than eight he is paid extra for the same in proportion to the salary fixed by law.

Postmasters prepare, for the guidance of carriers in their work, a time schedule made on the basis of eight hours' work each day, and so arranged as to provide only such time as is absolutely necessary for the legitimate office duties of each carrier. The hours of daily service need not be consecutive. No carrier is scheduled for more work than he can perform during eight hours. Carriers need not be required to consume exactly eight hours each day, but as nearly such time as practicable, considering the varying amount of mail to be handled on different days. Postmasters must not direct or permit carriers to work overtime, and are held accountable therefor.

Letter carriers must not report prior to schedule time for the first trip of the day, nor for the beginning of a trip following a "swing." Carriers must not remain at their desks nor in the working room of the office during a "swing" or interval between trips, nor during the dinner hour; neither must they remain in the post office after completing the last trip of the day.

Carriers engaged exclusively in the collection service

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must not remain in the workroom of the office except while depositing and facing the mail collected by them. Carriers must register on the automatic clock register upon reporting, leaving, returning and ending for each trip which begins and ends at the post office. The time from the clock tapes is copied into the time book or pasted into a suitable book and preserved, and constitutes the official record of time. Should the clock register be out of order the time recorded by carriers on their daily trip reports is entered in the time book. One carrier must not register on the clock for another. If this rule is violated both the carriers concerned will be removed.

The time of reporting, leaving, returning and ending for each trip must also be recorded by the carriers on their daily trip reports; the entries on these reports must be made at the beginning and end of each trip, and must not be deferred until the close of the day. When collections are made in the morning, on the carrier's way to the office, the first and second entries on the trip report must be the time of opening the first box. When a carrier completes his delivery on his route and does not return to the post office the time recorded on his trip report for returning and ending on that trip must be the time of his last piece of mail.

Where carriers are unable to deliver all mail matter taken out on the last trip of the day without making overtime, they must return to the post office within the eight hours

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prescribed with the understanding that they make a full report to the superintendent of the station, and a full statement will also be made on the trip report of the day. Carriers are required to deliver all mail taken out on the earlier trips, even though such delivery necessitates exceeding the time allowed by the schedules for such trips, unless collections are made for an important dispatch, in which event the latter must be met and mail remaining undelivered will be delivered on the following trip.

Every letter carrier must keep a route book, which should be a complete directory of the persons served by him, and all changes of address should be posted daily. Carriers must record daily in their log books the disposition made of all undelivered mail. The forwarding of mail, and notifying publishers of changes of address is clerical work, and should not be performed by carriers.

Carriers are not permitted to perform clerical work. Their work must be confined to the collection and delivery of mail; the routing of mail for delivery; the making up or "logging" of undelivered matter; receipting for and the recording of registered mail; posting route books; the facing of mail collected by them, and, at offices where hand-feed canceling machines are used, the facing of mail directly into such machines and to duty at carriers' delivery windows.

In the performance of their duties letter carriers must be civil, prompt and obliging. Carriers must attend quietly

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and diligently to their duties, and under no circumstances must they loiter or stop to converse on their routes, and they must refrain from loud talking, profane language, and smoking in the office or on their routes.

Carriers must not solicit, in person or through others, contributions of money gifts, or presents; issue addresses, complimentary cards, prints, publications, or any substitute therefor intended or calculated to induce the public to make them gifts or presents; distribute, offer for sale, or collect the proceeds of the sale of tickets to theatres, balls, concerts, fairs, or any other entertainment; issue for profit souvenirs or postal handbooks, or in any manner co-operate with or assist publishers of souvenirs or postal handbooks to secure the patronage of the public; compile city directories for public use or assist publishers to compile the same; borrow money from patrons on their routes; or contract debts which they have no reasonable prospect of being able to pay.

Carriers must not engage in any business during their prescribed hours of service, or conduct any business after hours which offers the temptation to solicit patronage on their routes, os which, by reason of their position in the Government service, gives them special advantages over competitors, such as book canvassing, soliciting insurance, selling sewing machines, or other kindred occupations.

Letter carriers may be reprimanded, suspended with loss of pay, or removed from the service for infractions of

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the Postal Laws and Regulations, of orders of the Department, and of orders of postmasters not inconsistent therewith, as the nature or gravity of the offenses may require. All reprimands and suspensions must be reported to the First Assistant Postmaster General (Division of Free Delivery) for approval and entry in the carriers' efficiency record.

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CHAPTER XIV.

DELIVERY AND COLLECTING OF MAIL BY CARRIERS.

The regulations as to the delivery of mail matter will apply to the delivery of such matter by letter carriers, except where inapplicable or as otherwise modified.

Carriers must be careful to deliver mail to the persons for whom it is intended, or to some one authorized to receive it. They will, in case of doubt, make inquiry with the view of ascertaining the owner. Failing in this, the mail will be returned to the office, to be disposed of as the postmaster may direct. Carriers must not deliver mail matter to patrons in the street, unless such delivery can be made without unreasonable delay. Mail matter must not be delivered by carriers in boxes or other receptacles which are not occupied in whole or in part by addressees unless expressly ordered by the postmaster.

Carriers must not throw mail matter into windows or halls, unless specially instructed to do so. They must ring the bell, wait a reasonable time for an answer, and deliver the mail to some one of the household in the habit of receiving it. Patrons who repeatedly fail to respond promptly to carrier's ring must be reported to the postmaster. Carriers must not enter any house while on their trips, except in the discharge of their official duties. Mail matter must not be delivered by carriers which has not passed through the post office or station with which they are connected.

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Mail matter intrusted to carriers must not be exhibited to persons other than those addressed, except on the order of the postmaster or some one authorized to act for him. Letters for delivery must not be carried by carriers in their pockets. Carriers must not deviate from the respective routes. Carriers must not stop for their meals while on their trips. Carriers must not throw away or improperly dispose of mail matter, however trifling or unimportant it may appear to them. Stamps must not be removed from mail matter of any class whatever intrusted to carriers for delivery or collected by them for mailing.

Mounted carriers must dismount and deliver the mail at the doors of residences, except in cases where the patrons on their routes consent to respond to their call and receive the mail at the sidewalk. Carriers are not required to deliver mail at residences where vicious dogs are permitted to run at large. Persons keeping such dogs must call at the post office for their mail.

Carriers must collect and promptly return to the postmaster all postage due on mail intrusted to them for delivery, as indicated by the postage-due stamps attached. Such mail matter must not be delivered until the postage due shall have been paid.

When carriers making collections from letter boxes find that it will be impossible on any one trip to carry to the post office the contents of all the boxes on their routes, preference must be given to mail matter of the first class.

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Newspapers and packages placed on the tops of letter boxes should be collected when it can be done without overloading the mail sacks and preventing the prompt collection of mail matter properly deposited in the boxes.

Carriers must, while on their routes, receive letters with postage stamps affixed, handed them for mailing, but they should not delay the deliveries by waiting for such letters. Money to pay postage on letters handed them for mailing must not be accepted, except as provided for in the use of the stamp-selling envelope in connection with house-to-house delivery and collection boxes.

Carriers should also receive other small articles of mailable matter with postage properly prepaid, but they should refuse to receive packages that are cumbersome on account of size, shape or weight, especially when the carrying of such packages would interfere with the prompt delivery of mail and the collections from letter boxes.

Carriers must receive and register all letters and packages of first-class matter that are not cumbersome on account of size, shape or weight, and properly offered them for registration, and must give the regulation receipt therefor. Carriers must encourage the registration of valuable first-class matter by patrons on their routes.

Postmasters may permit carriers to sell postage stamps or stamped envelopes in limited quantities; but their deliveries or collections must not be delayed in making change.

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Carriers must not return, under any circumstances, to any person, any letter or letters, said to have been deposited in a letter box, or which have come into the custody of the carrier in a regular way. An applicant for the return of such mail should be directed to the postmaster.

After the last daily delivery carriers must return to the post office or station with which they are connected their satchels and all mail that can not be delivered. Carriers may be permitted to take their satchels home with them direct from their routes when, in the opinion of the postmaster, the interests of the service will be promoted thereby, but undelivered mail matter reamining in satchels must first be deposited in the nearest letter box.

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CHAPTER XV.

SPECIAL DELIVERY MESSENGERS.

Chance for Boys from Thirteen Years of Age to Enter Post Office Service.

The Postmaster General may, in his discretion, require the delivery of special delivery matter to be made entirely by special messengers. In New York City, however, this is done solely by employes in the service. At free delivery offices postmasters will, from time to time, employ as many messengers as in their judgment may be necessary to secure prompt delivery of special matter None but trustworthy boys over 13 years of age should be employed. The force of special delivery messengers in each office should be so arranged that a suitable number may always be on hand to secure immediate delivery of all special delivery matter at any time within the prescribed hour of the day.

Each messenger, before entering upon his duties must take the oath prescribed by law on the blank furnished. Substitute letter carriers, when not on duty in place of regular carriers, may be employed as messengers in the special delivery service, and receive the same compensation as other messengers; but such employment must not interfere with the work of the post office or free delivery.

Where delivery of special delivery matter can not be promptly made by regular special delivery messengers,

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postmasters may cause such delivery to be made by any regular clerk or employe, who will be allowed the same compensation, and be paid and give receipt therefore in the same manner as regular messengers.

Any person employed to make immediate delivery of letters or other mail matter, shall be deemed an employe of the Postal Service, whether he may have been sworn or not, or temporarily or permanently employed, and as such employe shall be liable to any penalties or punishments provided by law for the improper detention, delay, secretion, rifling, embezzlement, purloining or destruction of any letter or other article of mail matter, or the contents thereof, intrusted to him for delivery or placed in his custody.

Combinations or arrangements between special delivery messengers with a view to securing a division of the total permissable compensation of the month are forbidden; and postmasters should, by distribution of work and assignment of hours of duty, equalize as far as practicable the compensation of messengers. A messenger should not always be assigned to duty during the same periods of each day; but changes will be made from time to time, whereby a messenger employed during the busy hours of one day may be assigned to the duller hours of another day.

Orderly conduct of special delivery messengers while in the office and on their trips is strictly enforced; and no messenger will be retained who is not diligent and well-

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behaved. A special place is provided in the post office for the accommodation of the messengers, and it is so arranged as to prevent their access to other parts of the office, and to mail matter other than that in which they are immediately concerned.

Special delivery messengers need not be uniformed, except in such special cases as may be ordered, but they should all be decently and comfortably clad. Substitute letter-carriers, when employed as messengers for special delivery, may wear their carrier uniforms.

Messengers are paid at the rate of not exceeding eight cents for each piece delivered, or attempted to be delivered.

Each messenger is furnished with a delivery book, in which must be entered the number and address of each piece of matter received for delivery, the date and hour of its receipt by the messenger, and the amount of postage due thereon. The receipt of the person to whom any special delivery matter is delivered must be taken in the blank space provided for this purpose in the delivery book. Delivery books will be kept in the post office when not in use, and messengers must promptly return them to the office after every tour. Whenever for any cause a book is no longer used, it will be filed in the post office.

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CHAPTER XVI.

DECLARATION OF INDEPENDENCE.

A Declaration by the Representatives of the United States of America, in Congress Assembled.

When, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume, among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident—that all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these are life, liberty, and the pursuit of happiness. That, to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed; that, whenever any form of government becomes destructive of these ends, it is the right of the people to alter or abolish it, and to institute a new government, laying its foundations on such principles, and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established should not be changed for light and transient

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causes; and, accordingly, all experience hath shown that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. Such has been the patient sufferance of these colonies, and such is now the necessity which constrains them to alter their former systems of government. The history of the present king of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these States. To prove this, let facts be submitted to a candid world.

1. He has refused his assent to laws the most wholesome and necessary for the public good.

2. He has forbidden his government to pass laws of immediate and pressing importance, unless suspended in their operations till his assent should be obtained; and, when so suspended, he has utterly neglected to attend to them.

3. He has refused to pass other laws for the accommodation of large districts of people, unless those people would relinquish the right of representation in the Legis-

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lature—a right inestimable to them, and formidable to tyrants only.

4. He has called together legislative bodies at places unusual, uncomfortable, and distant from the repository of their public records, for the sole purpose of fatiguing them into compliance with his measures.

5. He has dissolved representative houses repeatedly, for opposing, with manly firmness, his invasions on the rights of the people.

6. He has refused, for a long time after such dissolutions, to cause others to be elected, whereby the legislative powers, incapable of annihilation, have returned to the people at large for their exercise; the State remaining, in the meantime, exposed to the dangers of invasions from without, and convulsions within.

7. He has endeavored to prevent the population of these States; for that purpose obstructing the laws for the naturalization of foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new appropriations of lands.

8. He has obstructed the administration of justice, by refusing his assent to laws for establishing judiciary powers.

9. He has made judges dependent on his will alone for the tenure of their offices, and the amount and payment of their salaries.

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10. He has erected a multitude of new offices, and sent hither swarms of officers to harass our people and eat out their substance.

11. He has kept among us in time of peace, standing armies, without the consent of our Legislatures.

12. He has affected to render the military independent of, and superior to, the civil power.

13. He has combined with others to subject us to a jurisdiction foreign to our constitutions, and unacknowledged by our laws; giving his assent to their acts of pretended legislation:—

For quartering large bodies of armed troops among us;

For protecting them, by a mock trial, from punishment for any murders which they should commit on the inhabitants of these States;

For cutting off our trade with all parts of the world;

For imposing taxes on us without our consent;

For depriving us, in many cases, of the benefits of a trial by jury;

For transporting us beyond seas, to be tried for pretended offences;

For abolishing the free system of English laws in a neighboring province, establishing therein an arbitrary government, and enlarging its boundaries, so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies;

For taking away our charters, abolishing our most

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valuable laws, and altering, fundamentally, the forms of our governments;

For suspending our own Legislatures and declaring themselves invested with power to legislate for us in all cases whatsoever.

14. He has abdicated government here, by declaring us out of his protection and waging war against us.

15. He has plundered our seas, ravaged our coasts, burned our towns and destroyed the lives of our people.

16. He is at this time transporting large armies of foreign mercenaries to complete the works of death, desolution and tryanny, already begun with circumstances of cruelty and perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the head of a civilized nation.

17. He has constrained our fellow-citizens, taken captive on the high seas, to bear arms against their country, to become the executioners of their friends and brethren, or to fall themselves by their hands.

18. He has excited domestic insurrection among us, and has endeavored to bring on the inhabitants of our frontiers the merciless Indian savages, whose known rule of warfare is an undistinguished destruction of all ages, sexes and conditions.

In every stage of these oppressions we have petitioned for redress in the most humble terms; our repeated petitions have been answered only be repeated injury. A prince

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whose character is thus marked by every act which may define a tyrant, is unfit to be the ruler of a free people.

Nor have we been wanting in our attentions to our British brethren. We have warned them, from time to time, of attempts by their Legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which would inevitably interrupt our connections and correspondence. They, too, have been deaf to the voice of justice and of consanguinity. We must, therefore, acquiesce in the necessity which denounces our separation, and hold them as we hold the rest of mankind—enemies in war; in peace, friends.

We, therefore, the representatives of the United States of America in general Congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the name and by the authority of the good people of these colonies, solemnly publish and declare that these united colonies are, and of right ought to be, free and independent States; that they are absolved from all allegiance to the British crown, and that all political connection between them and the State of Great Britain is, and ought to be, totally dissolved, and that, as free and independent States, they have full power to levy war, conclude peace, contract alliances, establish commerce,

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and do all other acts and things which independent States may of right do. And for the support of this declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our lives, our fortunes, and sacred honor.

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CHAPTER XVII.

CONSTITUTION OF THE UNITED STATES.

We, the People of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defence, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

ARTICLE 1.—LEGISLATIVE DEPARTMENT.

Section. I.—All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section II.—Clause 1. The House of Representatives shall be composed of members chosen every second year by the people of the several States, and the electors in each State shall have the qualifications requisite for electors of the most numerous branch of the State Legislature.

Clause 2. No person shall be a representative who shall not have attained to the age of twenty-five years, and been seven years a citizen of the United States, and who shall not, when elected, be an inhabitant of that State in which he shall be chosen.

Clause 3. Representatives and direct taxes shall be apportioned among the several States which may be included within this Union, according to their respective numbers,

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which shall be determined by adding to the whole number of free persons, including those bound to service for a term of years, and excluding Indians not taxed, three-fifths of all other persons. The actual enumeration shall be made within three years after the first meeting of the Congress of the United States, and within every subsequent term of ten years, in such manner as they shall by law direct. The number of Representatives shall not exceed one for every thirty thousand, but each State shall have at least one Representative; and until such enumeration shall be made, the State of New Hampshire shall be entitled to choose three; Massachusetts, eight; Rhode Island and Providence Plantations, one; Connecticut, five; New York, six; New Jersey, four; Pennsylvania, eight; Deleware, one; Maryland, six; Virginia, ten; North Carolina, five; South Carolina, five; and Georgia, three.

Clause 4. When vacancies happen in the representation from any State, the executive authority thereof shall issue writs of election to fill such vacancies.

Clause 5. The House of Representatives shall choose their Speaker and other officers; and shall have the sole power of impeachment.

Section III.—Clause 1. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for six years; and each Senator shall have one vote.

Clause 2. Immediately after they shall be assembled in

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consequence of the first election, they shall be divided as equally as may be into three classes. The seats of the Senators of the first class shall be vacated at the expiration of the second year; of the second class, at the expiration of the fourth year; and of the third class, at the expiration of the sixth year, so that one-third may be chosen every second year; and if vacancies happen by resignation, or otherwise, during the recess of the Legislature of any State, the Executive thereof may make temporary appointments until the next meeting of the Legislature, which shall then fill such vacancies.

Clause 3. No person shall be a Senator who shall not have attained to the age of thirty years, and been nine years a citizen of the United States, and who shall not, when elected, be an inhabitant of that State for which he shall be chosen.

Clause 4. The Vice-President of the United States shall be president of the Senate, but shall have no vote, unless they be equally divided.

Clause 5. The Senate shall choose their other officers, and also a President "pro tempore," in the absence of the Vice-President, or when he shall exercise the office of President of the United States.

Clause 6. The Senate shall have the sole power to try all impeachments: when sitting for that purpose, they shall be on oath or affirmation. When the President of the United States is tried, the Chief Justice shall preside; and

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no person shall be convicted without the concurrence of two-thirds of the members present.

Clause 7. Judgment in cases of impeachment shall not extend further than to removal from office, and disqualification to hold and enjoy any office of honor, trust, or profit under the United States; but the party convicted shall nevertheless be liable and subject to indictment, trial, judgment and punishment, according to law.

Section IV.—Clause 1. The times, places and manner of holding elections for Senators and Representatives shall be prescribed in each State by the Legislature thereof; but the Congress may at any time, by law, make or alter such regulations, except as to the places of choosing Senators.

Clause 2. The Congress shall assemble at least once in every year, and such meeting shall be on the first Monday in December, unless they shall by law appoint a different day.

Section V.—Clause 1. Each house shall be the judge of the elections, returns and qualifications of its own members, and a majority of each shall constitute a quorum to do business; but a smaller number may adjourn from day to day, and may be authorized to compel the attendance of absent members, in such manner, and under such penalties, as each house may provide.

Clause 2. Each house may determine the rules of its proceedings, punish its members for disorderly behavior, and, with the concurrence of two-thirds, expel a member.

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Clause 3. Each house shall keep a journal of its proceedings, and from time to time publish the same, excepting such parts as may in their judgment require secrecy; and the yeas and nays of the members of either house on any question shall, at the desire of one-fifth of those present, be entered on the journal.

Clause 4. Neither house, during the session of Congress, shall, without the consent of the other, adjourn for more than three days, nor to any other place than that in which the two houses shall be sitting.

Section VI.—Clause 1. The Senators and Representatives shall receive a compensation for their services, to be ascertained by law, and paid out of the treasury of the United States. They shall in all cases, except treason, felony and breach of the peace, be privileged from arrest during their attendance at the session of their respective houses, and in going to and returning from the same; and for any speech or debate in either house, they shall not be questioned in any other place.

Clause 2. No Senator or Representative shall, during the time for which he was elected, be appointed to any civil office under the authority of the United States, which shall have been created, or the emoluments whereof shall have been increased, during such time; and no person holding any office under the United States shall be a member of either house during his continuance in office.

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Section VII.—Clause 1. All bills for raising revenue shall originate in the House of Representatives; but the Senate may propose or concur with amendments, as on other bills.

Clause 2. Every bill which shall have passed the House of Representatives and the Senate, shall, before it become a law, be presented to the President of the United States; if he approve, he shall sign it, but if not, he shall return it, with his objections, to that house in which it shall have originated, who shall enter the objections at large on their journal, and proceed to reconsider it. If after such reconsideration, two thirds of that house shall agree to pass the bill, it shall be sent, together with the objections, to the other house, by which it shall likewise be reconsidered, and if approved by two-thirds of that house, it shall become a law. But in all such cases the votes of both houses shall be determined by yeas and nays, and the names of the persons voting for and against the bill shall be entered on the journal of each house respectively. If any bill shall not be returned by the President within ten days (Sunday excepted) after it shall have been presented to him, the same shall be a law, in like manner as if he had signed it, unless the Congress by their adjournment prevent its return, in which case it shall not be a law.

Clause 3. Every order, resolution or vote, to which the concurrence of the Senate and House of Representatives may be necessary (except on a question of adjournment),

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shall be presented to the President of the United States; and before the same shall take effect, shall be approved by him, or being disapproved by him, shall be repassed by two-thirds of the Senate and House of Representatives, according to the rules and limitations prescribed in the case of a bill.

Section VIII.—Clause 1. The Congress shall have power to lay and collect taxes, duties, imposts and excises, to pay the debts and provide for the common defence and general welfare of the United States; but all duties, imposts and excises shall be uniform throughout the United States;

Clause 2. To borrow money on the credit of the United States;

Clause 3. To regulate commerce with foreign nations, and among the several States, and with the Indian tribes;

Clause 4. To establish an uniform rule of naturalization, and uniform laws on the subject of bankruptcies throughout the United States;

Clause 5. To coin money, regulate the value thereof, and of foreign coin, and fix the standard of weights and measures;

Clause 6. To provide for the punishment of counterfeiting the securities and current coin of the United States;

Clause 7. To establish post offices and post roads;

Clause 8. To promote the progress of science and useful arts, by securing, for limited times, to authors and in-

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ventors the exclusive right to their respective writings and discoveries;

Clause 9. To constitute tribunals inferior to the Supreme Court;

Clause 10. To define and punish piracies and felonies committed on the high seas, and offences against the law of nations;

Clause 11. To declare war, grant letters of marque and reprisal, and make rules concerning captures on land and water;

Clause 12. To raise and support armies, but no appropriation of money to that use shall be for a longer term than two years;

Clause 13. To provide and maintain a navy;

Clause 14. To make rules for the government and regulation of the land and naval forces;

Clause 15. To provide for calling forth the militia to execute the laws of the Union, suppress insurrections and repel invasions;

Clause 16. To provide for organizing, arming, and disciplining the militia, and for governing such part of them as may be employed in the service of the United States, reserving to the States respectively the appointment of the officers, and the authority of training the militia according to the discipline prescribed by Congress;

Clause 17. To exercise exclusive legislation in all cases whatsoever over such district (not exceeding ten miles

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square) as may, by cession of particular States, and the acceptance of Congress, become the seat of the government of the United States, and to exercise like authority over all places purchased by the consent of the Legislature of the State in which the same shall be, for the erection of forts, magazines, arsenals, dockyards, and other needful buildings;—And

Clause 18. To make all laws which shall be necessary and proper for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the government of the United States, or in any department or officer thereof.

Section IX.—Clause 1. The migration or importation of such persons as any of the States now existing shall think proper to admit, shall not be prohibited by the Congress prior to the year one thousand eight hundred and eight, but a tax or duty may be imposed on such importation, not exceeding ten dollars for each person.

Clause 2. The privilege of the writ of habeas corpus shall not be suspended, unless in cases of rebellion or invasion the public safety may require it.

Clause 3. No bill of attainder or ex-post-facto law shall be passed.

Clause 4. No capitation or other direct tax shall be laid, unless in proportion to the census or enumeration hereinbefore directed to be taken.

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Clause 5. No tax or duty shall be laid on articles exported from any State.

Clause 6. No preference shall be given by any regulation of commerce or revenue to the ports of one State over those of another; nor shall vessels bound to, or from, one State, be obliged to enter, clear, or pay duties in another.

Clause 7. No money shall be drawn from the treasury but in consequence of appropriations made by law; and a regular statement and account of the receipts and expenditures of all public money shall be published from time to time.

Clause 8. No title of nobility shall be granted by the United States; And no person holding any office of profit or trust under them, shall, without the consent of the Congress, accept of any present, emolument, office, or title, of any kind whatever, from any king, prince or foreign state.

Section X.—Clause 1. No state shall enter into any treaty, alliance, or confederation; grant letters of marque and reprisal; coin money; emit bills of credit; make any thing but gold and silver coin a tender in payment of debts; pass any bill of attainder, ex-post-facto law, or law impairing the obligation of contracts, or grant any title of nobility.

Clause 2. No State shall, without the consent of the Congress, lay any imposts or duties on imports or exports, except what may be absolutely necessary for executing its

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inspection laws; and the net produce of all duties and imposts, laid by any State on imports or exports, shall be for the use of the treasury of the United States; and all such laws shall be subject to the revision and control of the Congress.

Clause 3. No State shall, without the consent of the Congress, lay any duty of tonnage, keep troops or ships-of-war, in time of peace, enter into any agreement or compact with another State, or with a foreign power, or engage in war, unless actually invaded, or in such imminent danger as will not admit of delay.

ARTICLE II.—EXECUTIVE DEPARTMENT.

Section 1.—Clause 1. The executive power shall be vested in a President of the United States of America. He shall hold his office during the term of four years, and, together with the Vice-President, chosen for the same term, be elected as follows:

Clause 2. Each State shall apoint, in such manner as the Legislature thereof may direct, a number of Electors, equal to the whole number of Senators and Representatives to which the State may be entitled in the Congress; but no Senator or Representative, or person holding an office of trust or profit under the United States shall be appointed an Elector.

[Clause 3. The Electors shall meet in their respective States, and vote by ballot for two persons, of whom one,

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at least, shall not be an inhabitant of the same State with themselves. And they shall make a list of all of the persons voted for, and of the number of votes for each; which list they shall sign and certify, and transmit, sealed, to the seat of the Government of the United States, directed to the president of the Senate. The president of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates, and the votes shall then be counted. The person having the greatest number of votes shall be the President, if such number be a majority of the whole number of Electors appointed; and if there be more than one, who have such majority, and have an equal number of votes, then the House of Representatives shall immediately choose, by ballot, one of them for President; and if no person have a majority, then, from the five highest on the list, the said House shall, in like manner, choose the President. But in choosing the President, the votes shall be taken by States, the representation from each State having one vote; a quorum for this purpose shall consist of a member or members from two-thirds of the States, and a majority of all the States shall be necessary to a choice. In every case, after the choice of the President, the person having the greatest number of votes of the Electors shall be the Vice-President. But if there should remain two or more who have equal votes, the Senate shall choose from them, by ballot, the Vice-President.]

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The foregoing Clause is obselete. It was repealed in 1804. It is quoted here merely for reference. Article XII. of the Amendments replaces it in the Constitution, and is here inserted instead of the original Clause.

Amendment, Article XII.—The Electors shall meet in their respective States, and vote by ballot for President and Vice-President, one of whom, at least, shall not be an inhabitant of the same State with themselves; they shall name in their ballots the person voted for as President, and in distinct ballots the person voted for as Vice-President; and they shall make distinct lists of all persons voted for as President, and of the number of votes for each, which lists they shall sign and certify, and transmit sealed to the seat of the Government of the United States, directed to the president of the Senate;—the president of the Senate shall, in the presence of the Senate, and House of Representatives, open all the certificates, and the votes shall then be counted;—the person having the greatest number of votes for President, shall be the President, if such number be a majority of the whole number of Electors appointed; and if no person have such majority, then from the persons having the highest numbers not exceeding three on the list of those voted for as President, the House of Representatives shall choose immediately, by ballot, the President. But in choosing the President, the votes shall be taken by States, the representation from each State having one vote; a quorum for this purpose shall consist

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of a member or members from two-thirds of the States, and a majority of all the States shall be necessary to a choice. And if the House of Representatives shall not choose a President whenever the right of choice shall devolve upon them, before the fourth day of March next following, then the Vice-President shall act as President, as in the case of the death or other constitutional disability of the President. The person having the greatest number of votes as President, shall be the Vice-President, if such number be a majority of the whole number of Electors appointed; and if no person have a majority, then from the two highest numbers on the list, the Senate shall choose the Vice- President; a quorum for the purpose shall consist of two-thirds of the whole number of Senators, and a majority of the whole number shall be necessary to a choice. But the person constitutionally ineligible to the office of President shall be eligible to that of Vice-President of the United States.

Clause 4. The congress may determine the time of choosing the Electors, and the day on which they shall give their votes; which day shall be the same throughout the United States.

Clause 5. No person except a natural-born citizen, [or a citizen of the United States at the time of the adoption of this Constitution,] shall be eligible to the office of President; neither shall any person be eligible to that office who shall not have attained the age of thirty-five years, and been fourteen years resident within the United States.

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The matter enclosed in brackets is obselete.

Clause 6. In case of the removal of the President from office, or of his death, resignation, or inability to discharge the powers and duties of the said office, the same shall devolve on the Vice-President, and the Congress may by law provide for the case of removal, death, resignation, or inability, both of the President and Vice-President, declaring what officer shall then act as President; and such officer shall act accordingly until the disability be removed, or a President shall be elected.

Clause 7. The President shall, at stated times, receive for his services a compensation which shall neither be increased nor diminished during the period for which he shall have been elected, and he shall not receive within that period any other emolument from the United States, or any of them.

Clause 8. Before he enter on the execution of his office, he shall take the following oath or affirmation;—"I do solemnly swear (or affirm) that I will faithfully execute the office of President of the United States, and will, to the best of my ability, preserve, protect, and defend the Constitution of the United States."

Section II.—Clause 1. The President shall be commander-in-chief of the army and navy of the United States, and of the militia of the several States, when called into the actual service of the United States; he may require the opinion, in writing, of the principal officer in each of

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the executive departments, upon any subject relating to the duties of their respective offices; and he shall have power to grant reprieves and pardons for offences against the United States, except in cases of impeachment.

Clause 2. He shall have power, by and with the advice and consent of the Senate, to make treaties, provided two-thirds of the Senators present concur; and he shall nominate, and by and with the advice and consent of the Senate shall appoint ambassadors, other public ministers and consuls, judges of the Supreme Court, and all other officers of the United States whose appointments are not herein otherwise provided for, and which shall be established by law; but the Congress may by law vest the appointment of such inferior officers as they think proper, in the President alone, in the courts of law, or in the heads of departments.

Clause 3. The President shall have power to fill up all vacancies that may happen during the recess of the Senate by granting commissions which shall expire at the end of their next session.

Section III.—He shall from time to time give to the Congress information of the state of the Union, and recommend to their consideration such measures as he shall judge necessary and expedient; he may, on extraordinary occasions, convene both houses, or either of them, and in case of disagreement between them with respect to the time of adjournment, he may adjourn them to such time as he

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shall think proper; he shall receive ambassadors and other public ministers; he shall take care that the laws be faithfully executed, and shall commission all the officers of the United States.

Section IV.—The President, Vice-President, and all civil officers of the United States, shall be removed from office on impeachment for, and conviction of, treason, bribery, or other high crimes and misdemeanors.

ARTICLE III.—JUDICIAL DEPARTMENT.

Section I.—The judicial power of the United States shall be vested in one Supreme Court, and in such inferior courts as the Congress may from time to time ordain and establish. The judges, both of the Supreme and inferior courts, shall hold their offices during good behavior, and shall, at stated times, receive for their services a compensation which shall not be diminished during their continuance in office.

Section II.—Clause 1. The judicial power shall extend to all cases, in law and equity, arising under this Constitution, the laws of the United States, and treaties made, or which shall be made, under their authority;—to all cases affecting ambassadors, other public ministers, and consuls;—to all cases of admiralty and maritime jurisdiction;—to controversies to which the United States shall be a party;—to controversies between two or more States, to controversies between a State and citizens of

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another State;— between citizens of different States;— between citizens of the same State claiming lands under grants of different States, and between a State, or the citizens thereof, and foreign states, citizens, or subjects.

Clause 2. In all cases affecting ambassadors, other public ministers and consuls, and those in which a State shall be a party, the Supreme Court shall have original jurisdiction. In all the other cases before mentioned, the Supreme Court shall have appellate jurisdiction, both as to law and fact, with such exceptions and under such regulations as the Congress shall make.

Clause 3. The trial of all crimes, except in cases of impeachment, shall be by jury, and such trial shall be held in the State where the said crimes shall have been committed; but when not committed within any State, the trial shall be at such place or places as the Congress may by law have directed.

Section III.—Clause 1. Treason against the United States shall consist only in levying war against them, or in adhering to their enemies, giving them aid and comfort.

Clause 2. No person shall be convicted of treason, unless on the testimony of two witnesses to the same overt act, or on confession in open court.

Clause 3. The Congress shall have power to declare the punishment of treason; but no attainder of treason shall work corruption of blood, or forfeiture, except during the life of the person attainted.

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ARTICLE IV.—GENERAL PROVISIONS.

Section I.—Full faith and credit shall be given in each State to the public acts, records and judicial proceedings of every other State; and the Congress may by general laws prescribe the manner in which such acts, records and proceedings shall be proved, and the effect thereof.

Section II.—Clause 1. The citizens of each State shall be entitled to all privileges and immunities of citizens in the several States.

Clause 2. A person charged by any State with treason, felony, or other crime, who shall flee from justice, and be found in another State, shall, on demand of the executive authority of the State from which he fled, be delivered up, to be removed to the State having jurisdiction of the crime.

Clause 3. No person held to service or labor in one State, under the laws thereof, escaping into another, shall, in consequence of any law or regulation therein, be discharged from such service or labor, but shall be delivered up on claim of the party to whom such service or labor may be due.

N. B.—Clause 3 is obsolete.

Section III.—Clause 1. New States may be admitted by the Congress into this Union; but no new State shall be formed or erected within the jurisdiction of any other State; nor any State be formed by the junction of two or more

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States, or parts of States, without the consent of the Legislatures of the States concerned as well as of the Congress.

Clause 2. The Congress shall have power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this Constitution shall be so construed as to prejudice any claims of the United States, or of any particular State.

Section IV.—The United States shall guarantee to every State in this Union a republican form of government, and shall protect each of them against invasion, and on application of the Legislature, or of the executive (when the Legislature cannot be convened), against domestic violence.

ARTICLE V.—POWER OF AMENDMENT.

The Congress, whenever two-thirds of both Houses shall deem it necessary, shall propose amendments to this Constitution, or, on the application of the Legislatures of two-thirds of the several States, shall call a convention for proposing amendments, which, in either case, shall be valid to all intents and purposes, as part of this Constitution, when ratified by the Legislatures of three-fourths of the several States, or by conventions in three-fourths thereof, as the one or the other mode of ratification may be proposed by the Congress; provided that no amendment which may be made prior to the year one thousand eight hundred and eight shall in any manner affect the first and fourth clauses

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in the ninth section of the first article; and that no State, without its consent, shall be deprived of its equal suffrage in the Senate.

ARTICLE VI.—MISCELLANEOUS PROVISIONS.

Clause 1. All debts contracted, and engagements entered into, before the adoption of this Constitution, shall be as valid as against the United States under this Constitution, as under the Confederation.

Clause 2. This Constitution, and the laws of the United States which shall be made in pursuance thereof; and all treaties made, or which shall be made, under the authority of the United States, shall be the supreme law of the land; and the judges in every State shall be bound thereby, anything in the Constitution or laws of any State to the contrary notwithstanding.

Clause 3. The Senators and Representatives before mentioned, and the members of the several State Legislatures, and all executive and judicial officers, both of the United States and of the several States, shall be bound by oath or affirmation to support this Constitution; but no religious test shall ever be required as a qualification to any office or public trust under the United States.

ARTICLE VII.—RATIFICATION OF THE CONSTITUTION.

The ratification of the conventions of nine States shall be sufficient for the establishment of this Constitution between the States so ratifying the same.

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Done in convention, by the unanimous consent of the States present, the seventeenth day of September, in the year of our Lord one thousand seven hundred and eighty-seven, and of the Independence of the United States of America the twelfth.

AMENDMENTS

To the Constitution of the United States, Ratified According to the Provisions of the Fifth Article of the Foregoing Constitution.

Article I.—Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of the speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for redress of grievances.

Article II.—A well regulated militia, being necessary to the security of a free State, the right of the people to keep and bear arms shall not be infringed.

Article III.—No soldiers shall, in time of peace, be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

Article IV.—The right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

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Article V.—No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war and public danger; nor shall any person be subject for the same offence to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor to be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

Article VI.—In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defence.

Article VII.—In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury shall be otherwise re-examined in any court of the United States than according to the rules of the common law.

Article VIII.—Excessive bail shall not be required, nor

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excessive fines imposed, nor cruel and unusual punishments inflicted.

Article IX.—The enumeration in the Constitution of certain rights, shall not be construed to deny or disparage others retained by the people.

Article X.—The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

Article XI.—The judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by citizens of another State, or by citizens or subjects of any foreign state.

Article XII.—See page 176.

Article XIII.—Section 1. Neither slavery nor involuntary servitude, except as a punishment for crime, whereof the person shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction.

Section 2. Congress shall have power to enforce this article by appropriate legislation.

Article XIV.—Section 1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any

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State deprive any person of life, liberty, or property, without due process of law, nor deny to any person within its jurisdiction the equal protection of the laws.

Section 2. Representatives shall be appointed among the several States according to their respective numbers, counting the whole number of persons in each State excluding Indians not taxed. But when the right to vote at any election for the choice of Electors for President and Vice-President of the United States, Representatives in Congress, the executive or judicial officers of a State, or the members of the Legislature thereof, is denied to any of the male inhabitants of such State, being twenty-one years of age and citizens of the United States, or in any way abridged except for participation in rebellion or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the whole number of male citizens twenty-one years of age in such State.

Section 3. No person shall be a Senator or Representative in Congress, or Elector of President or Vice-President, or hold any office, civil or military, under the United States, or under any State, who, having previously taken an oath as a member of Congress, or as an officer of the United States, or as a member of any State Legislature, or as an executive or judicial officer of any State, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid

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or comfort to the enemies thereof. But Congress may, by a vote of two-thirds of each house, remove such disability.

Section 4. The validity of the public debt of the United States, authorized by law, including debts incurred for services in suppressing insurrection or rebellion, shall not be questioned. But neither the United States nor any State shall assume or pay any debt or obligation incurred in aid of insurrection or rebellion against the United States, or any claim for the loss or emancipation of any slave; but all such debts, obligations, and claims shall be held illegal and void.

Section 5. Congress shall have power to enforce, by appropriate legislation, the provisions of this article.

Article XV.—Section 1. The rights of citizens of the United States to vote shall not be denied or abridged by the United States, or by any State, on account of race, color, or previous condition of servitude.

Section 2. Congress shall have power to enforce this article by appropriate legislation.

Article XVI.—Taxes on Incomes.—The Congress shall have power to lay and collect taxes on incomes, from whatever source derived, without apportionment among the several States, and without regard to any census or enumeration.

ARTICLE XVII.—Section 1.—Senators Elected by the People.—The Senate of the United States shall be composed of two Senators from each State, elected by the

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people thereof, for six years and each Senator shall have one vote. The electors in each State shall have the qualifications requisite for electors of the most numerous branch of the State Legislators.

Section 2.—Filling of Vacancies.—When vacancies happen in the representation of any State in the Senate, the executive authority of such State shall issue writs of election to fill such vacancies. Provided, that the Legislature of any State may empower the executive thereof to make temporary appointment until the people fill the vacancies by election as the Legislature may direct.

Section 3. This amendment shall not be construed as to effect the election of any Senator chosen before it becomes valid as part of the Constitution.

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CHAPTER XVIII.

POSTAL DIRECTORY OF GREATER NEW YORK.

MANHATTAN & THE BRONX.

General Post Office: B'dway and Park Row, Cortland 8906.
Sup't, City Delivery: B'dway and Park Row, Cortland 8908.
Sup't, Mails: Broadway and Park Row, Cortland 8906.
Railway Mail Service: 8th Ave. and 31st St., Chelsea 4742.
Railway Mail Club: 252 West 29th St., Chelsea 2035.
Foreign Branch: Morton and West Streets, Spring 2603.
Hudson Terminal Station: 30 Church St., Cortland 8906.
Madison Square Branch: 1 Madison Ave., Gramercy 1958.
A—132 Greene Street, Spring 2.
B—Grand and Attorney Streets, Orchard 94.
C—Hudson and West 13th St., Chelsea 121.
D—4th Avenue and 12th Street, Stuyvesant 1388.
E—110 West 32nd Street, Madison Square 449.
F—149 East 34th Street, Murray Hill 35.
G—219 West 51st Street, Columbus 16.
H—178 West 102nd Street, Riverside 7817.
I—232 West 116th Street, Morningside 2208.
J—309 West 125th Street, Morningside 1024.
K—202 East 88th Street, Lenox 216.
L—Lexington Avenue and 125th Street, Harlem 746.
M—2086 Amsterdam Avenue, Audubon 422.
N—Broadway and 69th Street, Columbus 990.

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O—112 West 18th Street, Chelsea 3464.
P—Bowling Green, Broad 684.
R—378 East 149th Street, Melrose 2794.
S—Broadway and Howard Street, Spring 2138.
T—165th Street, near 3rd Avenue, Melrose 924.
U—103rd Street and 3rd Avenue, Harlem 1102.
V—West Broadway and Beach Street, Franklin 1032.
W—160 West 83rd Street, Schuyler 4172.
X—East 138th Street, Melrose 1791.
Y—1160 Third Avenue, Plaza 29.
College Station: 140th St., near 8th Ave., Audubon 2235.
Fordham Station: Webster Ave., near Fordham Rd., Tremont 677.
Fox Street Station: Fox St., near 167th St., Melrose 998.
Grand Central Station: Lexington Avenue and 45th Street, Murray Hill 118.
Hamilton Grange Station: 521 W. 146th St., Audubon 3635.
Kingsbridge Station: 5233 Broadway, Marble 763.
Times Square Station: 231 West 39th St., Bryant 5284.
Tompkin's Sq. Station: Ave. B and 12th St., Orchard 5062.
Tremont Station: 1931 Washington Ave., Tremont 805.
Wall Street Station: 60 Wall Street, John 5542.
Wash. Bridge Sta.: 2414 Amsterdam Ave., Audubon 780.

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BROOKLYN AND QUEENS.

General Post Office: Wash. and Johnson Sts., Main 3900.
Flatbush Station: 963 Flatbush Avenue, Main 3900.
A—16 Graham Avenue, Main 3900.
B—1266 Fulton Street, Main 3900.
C—5320 Fifth Avenue, Main 3900.
D—1915 Fulton Street, Main 3900.
E—2634 Atlantic Avenue, Main 3900.
G—744 Manhattan Avenue, Main 3900.
J—Myrtle and Wyckoff Avenues, Main 3900.
L—Long Island R. R., Flatbush Avenue, Main 3900.
P—1731 Pitkin Avenue, Main 3900.
R—Nostrand Avenue, Main 3900.
S—1262 Broadway, Main 3900.
T—170 Hamilton Avenue, Main 3900.
V—299 Ninth Street, Main 3900.
W—220 Broadway, Main 3900.
Y—Gravesend Avenue and 47th Street, Main 3900.
Arverne Station: Arverne, Long Island, Hammels 72.
Astoria Station: Van Alst Ave., Astoria, L. I., Astoria 454.
Bath Beach Station: 1848 Bath Avenue, Bath Beach 174.
Blythebourne Station: 5424 13th Ave., Boro Park 3098.
Coney Island Station: Surf Ave., Coney Island 181.
Flushing Station: Amity St., Flushing, L. I., Flushing 508.
Fort Hamilton Station: 9110 Fifth Ave., Bay Ridge 436.
Jamaica Station: Fulton St., Jamaica, L. I., Jamaica 1162.

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L. I. City Station: 51 Jackson Avenue, L. I. City, Hunter's Point 1147.
Queens Station: Queens, Long Island, Hollis 6281-J.
Richmond Hill Station: Lefferts Ave., Richmond Hill 909.
Sheepshead Bay Station: 1780 Shore Rd., Coney Isl. 657.
Steinway Av. Sta.: 311 Steinway Ave., L. I. C., Astoria 600.
Union Course Station: Union Course, L. I., Rich. Hill 1993.
Woodhaven Station: Woodhaven, L. I., Rich. Hill 209.

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